

**BY ORDER OF THE COMMANDER
AIR FORCE ROTC (AETC)**



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Personnel

AFROTC SCHOLARSHIP PROGRAMS

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This instruction implements AFDP 36-20, *Accession of Air Force Military Personnel*. It provides detailed guidance for managing and administering the Air Force Reserve Officer Training Corps (AFROTC) college scholarship programs. It also explains provisions of Air Force and Air Education and Training Command (AETC) directives, and complements AFROTC publications. It applies to headquarters, all regions, and AFROTC detachments. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 33, 10 U.S.C. 103, 10 U.S.C. 2107, and 10 U.S.C. 8013. System of records notice FO36 AETC J, *Four Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files*, applies. Maintain records created as a result of processes in this publication in accordance with AFMAN 37-123, *Management of Records*, and dispose of them in accordance with the Air Force Records Disposition Schedule (RDS) (available at: <https://afrims.amc.af.mil>).

SUMMARY OF REVISIONS

This publication has been completely re-written and must be reviewed in its entirety. This revision: incorporates additional guidance for scholarship eligibility and GPA requirement for scholarship upgrade (paragraph 1.5); changes the number of CLS offers per detachment (paragraph 2.5.1); adds AFROTC IMT 23, **Air Force ROTC Drug and Alcohol Abuse Certification**, to paragraph 2.3.3.3.6; adds AFROTC IMT 123 to paragraph 2.3.5; updates eligibility requirements for ICSP (paragraph 3.3); changes retention criteria for scholarship upgrade (paragraph 3.5); adds Headquarters leadership scholarship (paragraph 3.17); adds Cadet Training Assistant Scholarship (CTAS) (paragraph 3.18); changes criteria for authorization of change of major (paragraph 4.14); adds funding restriction for CTAS (paragraph 5.5); includes 3-Yr CSP authorization for travel reimbursement (paragraph 5.15); changes GPA requirement for CSP (Figure 4.3); deletes the Decision Matrix for Substandard Performance – All Scholarship Programs; identifies Chemistry as an approved 5-Yr SAF approved major (Table 4.1); adds AFROTCI 36-2015 as a reference and deletes GMCI/POCI as program types (Attachment 1). A star (★) indicates revised material from the previous edition.

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Chapter 1

THE AFROTC SCHOLARSHIP PROGRAM

1.1. Purpose. The AFROTC Scholarship Program is designed solely to support the overall AFROTC mission to recruit and retain students to meet United States Air Force officer production requirements. Furthermore, the program provides an incentive to attract and retain high quality individuals whose leadership potential, personal and physical qualities and academic specialties meet Air Force accession objectives.

1.2. General Information. This chapter provides guidelines for the administration of the AFROTC Scholarship Program for AFROTC detachments. HQ AFROTC/RRU administratively manages the application and selection policies and procedures for all Air Force ROTC scholarship programs. HQ AFROTC/RRF administratively manages all scholarship cadets, upon enlistment and activation and regardless of source of the scholarship.

1.2.1. All grade point averages (GPA) are based on the A = 4.00 scale. When applying GPA standards throughout this instruction, units should use the most recent term GPA (TGPA) and cumulative GPA (CGPA) as reflected on the transcript or grade report from the current school of attendance. If AFROTC course grades are not included, calculate the GPAs to include them. Detachments must also calculate the CGPA to include any transfer courses accepted by the degree-granting institution towards degree requirements that are not already

included in the CGPA.

1.2.2. Round all GPAs to the nearest hundredth if they are reported to more significant digits by the institution (e.g., 2.495 rounds to 2.50 and 2.494 rounds to 2.49).

1.3. Scholarship Authorization. The AFROTC scholarship program is authorized by Title 10, United States Code, Section 2107, *Financial Assistance Program for Specially Selected Members*, amendments to 10 U.S.C. 2107, and annual National Defense Authorization Acts. The detachment commander is responsible for verifying a scholarship cadet's tuition rate. Guidance for scholarship authorizations by academic specialty is provided by the Air Force in response to officer production needs.

1.4. Scholarship Programs. The AFROTC scholarship program consists of three main parts: the College Scholarship Program (CSP), the In-College Scholarship Program (ICSP), and the Enlisted Commissioning Programs (ECP).

1.4.1. The College Scholarship Selections Section (AFROTC/RRUC) administers the CSP. The CSP provides 3- and 4-year scholarship offers to high school seniors and graduates who have no full-time college experience. Students who have participated in a joint high school/college credit program prior to high school graduation may still apply via the CSP program. Applicants must meet all criteria listed in Chapter 2.

1.4.2. The In-College Scholarship Selection Section (AFROTC/RRUE) administers the ICSP. The in-college programs outlined in Chapter 3 includes scholarships from 1- to 3.5-years in length targeted to college students primarily pursuing undergraduate and, at times, graduate degrees. Students must meet all eligibility and applicable nomination requirements. Cadets should be prepared to activate their scholarship offers during the first term of the next academic year, unless noted otherwise.

1.4.3. The Enlisted Programs Section (AFROTC/RRUE) administers the ECP to include 2- to 4-year scholarships for active-duty Air Force enlisted members. Eligibility and nomination procedures for enlisted programs are covered in AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*, and on the AFOATS website: <http://www.afoats.af.mil/AFROTC/EnlistedCommissioning/>. **NOTE: Active duty members with an established date of separation, reference Chapter 2.**

★**1.5. Types of Scholarships.** HQ AFROTC/RR has established the following types of scholarships to be used only at AFROTC-affiliated schools:

1.5.1. Type 1 (CSP & ICSP) provides full tuition and fees (with no cap on tuition and authorized fees) and \$600 per year for textbooks.

1.5.1.1. Cadets are eligible to compete for the Type 1 upgrade (ICSP) if they have an active scholarship, CGPA of 3.0 or higher at the end of their AS100 spring term (end of normal academic year) or have a CGPA of 3.0 or higher at the end of their AS200 or AS300 spring term (end of normal academic year). Summer school may not be used to establish eligibility for an upgrade after the normal academic year ends.

1.5.1.2. Type 1 upgrades may be awarded by a central selection board each summer in conjunction with ICSP Phase 2. File a copy of the selection notice in the cadet's UPRG and annotate the change in scholarship on the cadet's AF IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**, changes page. (reference AFROTCI 36-2011, Figure 4.2)

1.5.1.3. Cadets awarded Type 1 upgrade via ICSP must maintain a TGPA of 3.0 to be considered in good academic standing. If TGPA falls below 3.0 award a conditional event (reference AFROTCI 36-2011, Table 2.1).

1.5.2. Type 2 provides up to \$15,000 per year (up to \$7,500 per semester or up to \$5,000 per quarter) towards tuition and fees and \$600 per year for textbooks. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student's academic program.

1.5.3. Type 3 (ICSP only) provides up to \$9,000 per year (up to \$4,500 per semester or up to \$3,000 per quarter) towards tuition and fees and \$600 per year for textbooks. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student's academic program.

1.5.4. Type 6 (ICSP only) provides up to \$3,000 per year (up to \$1,500 per semester or up to \$1,000 per quarter) towards tuition and fees and \$600 per year for textbooks. At schools where tuition and authorized fees are over the scholarship cap, students are liable for the difference even if the tuition is below the cap when the student starts at the school, but then increases above the cap during the student's academic program.

1.5.5. Type 7 (CSP only) provides full tuition and fees and \$600 per year for textbooks. The Type 7 selectee must attend a school where tuition and fees are less than \$9,000 per year or where the student qualifies for the in-state tuition rate. Type 7 selectees are not allowed to attend a higher cost institution and pay the difference. If the annual combined tuition and fees meet or exceed \$9,000 due to inflation adjustments after the scholarship selectee has been approved by HQ AFROTC/RRUC to attend that particular institution, AFROTC will pay the full amount.

1.5.5.1. CSP selectees who want to attend a school where annual tuition and fees are \$9,000 or more can convert a 4-year Type 7 offer to a 3-year Type 2 offer with HQ AFROTC approval prior to enrollment in AFROTC. In addition to controlling overall costs, in the AFROTC scholarship program, the Type 7 helps AFROTC meet the public law requirement that 50% of all scholarships be paid at in-state tuition rates IAW 10 U.S.C. 2107. If a 4-year Type 7 selectee converts to a 3-year Type 2, the student must attend the same academic institution as a freshman (and complete AS100 academics and Leadership Laboratory (LLAB)) where they intend to activate the scholarship.

1.5.6. Type 8 is an upgrade to an existing scholarship. The Type 8 covers 80% of tuition and fees and \$600 per year for textbooks. Cadets are eligible to compete for the Type 8

upgrade if they have an active scholarship, CGPA of 3.0 or higher at the end of their AS100 spring term (end of normal academic year) or have a CGPA of 3.0 or higher at the end of their AS200 or AS300 spring term (end of normal academic year). Summer school may not be used to establish eligibility for an upgrade after the normal academic year ends.

1.5.6.1. Type 8 upgrades may be awarded by a central selection board each summer in conjunction with ICSP Phase 2. File a copy of the selection notice in the cadet's UPRG and annotate the change in scholarship on the cadet's AF IMT 1056, **Air Force Reserve Officer Training Corps Contract**, changes page. (reference AFROTCI 36-2011, Figure 4.2)

1.5.6.2. Cadets must maintain a TGPA of 3.0 to be considered in good academic standing (for scholarship). If TGPA falls below 2.5, award a conditional event (reference AFROTCI 36-2011, Table 2.1).

1.6. Scholarship Age Limits. By law, scholarship recipients must be under age 31 as of 31 December of the calendar year during which commissioning is scheduled. Title 10, United States Code, Section 2107 does not provide for waivers. Reference Figure 1.1 for tabulating age requirements.

1.6.1. If a change in date of commissioning (DOC) places the recipient into a new calendar year (CY) that exceeds this age restriction, terminate the scholarship immediately.

1.6.2. The minimum age for activation of an AFROTC scholarship is 17.

Figure 1.1. Age Calculation for Scholarship Eligibility

SCHOLARSHIP AGE CALCULATION GUIDE

PURPOSE: Use this guide to determine eligibility for AFROTC scholarship nominees. **DO NOT NOMINATE ANY STUDENT FOR AN AFROTC SCHOLARSHIP OR ACTIVATE A SCHOLARSHIP FOR ANYONE WHO FAILS TO MEET COMMISSIONING AGE REQUIREMENTS ESTABLISHED IN THIS GUIDE.**

Example: Enter Data:

Item 1: Birth date: (In the format: day/month/year)	09/12/1972	_____
Item 2: Add 31 to the year:	<u>+31</u>	<u>+31</u>
Item 3: Cadet will turn 31 on this date:	09/12/2003	_____
Item 4: Dec 31 of projected calendar year of commissioning:	12/31/2002	_____

TEST:

If the date in ITEM 4 is **BEFORE** the date in ITEM 3, then the applicant meets the age test for scholarship funds under 10 U.S.C. 2107.

If the date in ITEM 4 is **THE SAME AS OR LATER THAN** the date in ITEM 3 then the applicant is ineligible for scholarship funds.

Answer (for example above): Cadet is eligible for a scholarship because his or her 31st birthday falls after 31 December of the commissioning year.

Put another way, if cadet turns 31 after 31 December of the commissioning year, the cadet can receive scholarship funds. However, if a cadet turns 31 on or before 31 December in the commissioning year, the cadet cannot receive any scholarship funds.

Chapter 2

COLLEGE SCHOLARSHIP PROGRAM (CSP)

2.1. Purpose. The primary purpose of the AFROTC CSP is to attract high quality high school seniors (or high school graduates who have not attended college as full-time students) to AFROTC. The CSP is targeted primarily to students interested in pursuing engineering and scientific/technical degrees. Normally, some scholarships are also available each year to students pursuing non-technical degrees.

2.2. General Information. AFROTC establishes the policies and procedures for the CSP application and selection process. The annual allocation of scholarships--total number, types, and academic categories--is based on fiscal considerations and Air Force officer production goals for AFROTC. The CSP provides 4-Year Type 1, 4-Year Type 2, and 4-Year Type 7 scholarships to selected applicants. Students receiving 4-Year Type 7 scholarships have the option of converting to a 3-Year Type 2 scholarship (reference Chapter 1).

2.2.1. HQ AFROTC Responsibility. RRUC administratively manages the CSP application and selection process and maintains primary administrative responsibility until contracting occurs. Upon enlistment into AFROTC and scholarship activation, RRFP manages CSP scholarship cadets administratively.

2.2.2. CSP Application and Information. The CSP is announced annually through the Air Force ROTC website at www.afrotc.com. This website contains information regarding eligibility requirements, application procedures and an on-line application. Students must use the on-line application.

2.2.3. CSP Detachment Guidebook. RRUC will update and post the guidebook on the AFOATS restricted website (under Registrar) 1 August each year. The guidebook contains information and procedures for the current CSP cycle as well as historical data on the CSP.

2.2.4. CSP Rosters. The following rosters are located on the ALO website and AFOATS restricted website (under Registrar) and are used by HQ AFROTC, detachment, and recruiting personnel administering the CSP:

2.2.4.1. Unit Interview Roster (UIR). This roster contains the names of eligible CSP applicants who are awaiting their scholarship interview. RRUC assigns new eligible applicants to detachments for administrative purposes through the UIR based on the applicant's home zip code. This roster is updated every Thursday from August to May and is located on the ALO website.

2.2.4.2. Board Results Rosters. There are three rosters posted to the website following each board (select, non-select, and re-board). These rosters are updated 2 weeks after each board. Do not send congratulatory letters to non-selects or re-boards.

2.2.4.3. Letter of Admission (LOA) Roster. This roster contains CSP selects who have returned their LOA from the university they plan to attend and enroll in AFROTC in the fall to RRUC. The roster includes type, length and the academic major of the scholarship offer. This roster is updated every Thursday from May to October.

2.2.4.4. Decline Roster. This roster contains CSP selects who have declined the AFROTC scholarship offer. This roster is updated every Thursday from May to October.

2.3. The CSP Process and Timelines. To be considered for scholarship selection, all students must apply, gain eligibility, and complete a scholarship interview as outlined below. The interview is the most critical aspect of the CSP selection process.

2.3.1. The Application Period. The CSP application period runs from 15 May to 1 December each year. Students must submit initial applications to HQ AFROTC/RRUC NLT 1 December.

2.3.2. Basic Eligibility Criteria and Deadlines. Upon receipt of an application, RRUC will enter the application into a database, determine the applicant's status (i.e., eligible or ineligible), and notify the applicant accordingly. In addition to sending an initial status letter to each applicant, RRUC will also periodically send status updates to each applicant. Submit all required application items listed on-line at www.afrotc.com by the published deadlines. To become eligible for scholarship consideration, applicants must:

2.3.2.1. Submit the results of the ACT or SAT college entrance examination. Test scores must be attained in one testing session (i.e., test scores from different dates cannot be combined) and in a standard testing environment. These tests must be taken NLT 31 December of the year of application.

2.3.2.2. Submit official high school transcripts for grades 9 through 11. An official transcript must have a raised seal or original inked signature from the school official; thus, the transcript must be mailed (and not faxed) by the applicant or school official.

2.3.2.3. Normally, to be eligible for scholarship consideration, an applicant must attain an unweighted CGPA of 3.0 (as measured at the end of the junior year in high school) or

higher and achieve either an SAT total score of 1100 or an ACT composite score of 24.

2.3.2.4. Complete the Physical Fitness Assessment (PFA) and PFA Letter of Certification.

2.3.2.5. Applicant must be age 17 or older at time of the scholarship activation and enlistment.

2.3.2.6. Be a United States citizen or able to obtain citizenship by the last day of the first term of their freshman year for 4-year offers or the first term of their sophomore year for 3-year offers. Activation cannot occur prior to obtaining citizenship.

2.3.2.7. Must not have attended a post-secondary institution as a full-time student, except as part of high school coursework. For purposes of administering the CSP, US Air Force Academy Preparatory Schools are considered post-secondary institutions. Students who have participated in a joint high school/college credit program prior to high school graduation may still apply via the CSP program (these students may even apply after receiving an Associates Degree, as long as they were never a full-time student at a post-secondary institution).

2.3.2.7.1. In recent years, many high schools have begun teaming with colleges and universities to offer college credit to high school students. As a result, many high school graduates are potentially able to complete their baccalaureate degree in less than 4 years. Nonetheless, since variances between detachments, universities, and high schools can generate unexpected consequences, AFROTC CSP scholarships will continue to be 4-year offers. As such, a 4-year Type 7 CSP recipient wishing to convert to a 3-year Type 2 offer may not activate their award during their freshman term despite the fact that they anticipate having only 3 years (or less) remaining towards their baccalaureate degree. After completing academic requirements for their baccalaureate degree while completing training requirements for AFROTC, a cadet may request to apply remaining scholarship entitlements towards graduate courses (reference Chapter 4) or they may be eligible to commission no more than one term early (reference AFROTCI 36-2017).

2.3.2.8. Active duty Airmen must apply through the ECP unless they have established a date of separation and meet the eligibility requirements for the CSP outlined above.

2.3.3. The Scholarship Interview. Qualified applicants are scheduled for a personal interview with the detachment nearest their home of record zip code. To change the venue requires exceptional circumstances--HQ AFROTC/RRU must approve any such requests prior to the interview. In cases where the venue has been changed, the applicant will be ineligible for the Commander's Leadership Scholarship (CLS) for CSP scholarship.

2.3.3.1. Detachment Commander Responsibilities. The detachment commander will:

2.3.3.1.1. Manage the college scholarship interview program through the Unit Scheduling Official (USO).

2.3.3.1.2. Schedule an officer to conduct the applicant interview. Only active duty cadre officers and Admissions Liaison Officers (ALOs) may conduct interviews. Interviews should be distributed among all detachment cadre officers at the detachment commander's discretion. Detachment commanders are required to conduct a portion of the interviews for their detachment.

2.3.3.1.3. Ensure officers tasked to complete interviews are familiar with AFI 36-2249, *Evaluating USAF Academy Candidates and AFROTC 4-Year Scholarship Applicants*, the interview guide and guidance contained in the most recent CSP Detachment Guidebook.

2.3.3.1.4. Review each completed AF Form 4060, **USAFA Candidate Evaluation/AFROTC Scholarship Evaluation**, on ALOweb and ensure the overall remarks are consistent with the ratings. Upon approval, the detachment commander electronically forwards the interview to HQ AFROTC/RRUC within 30 days of interview notification.

2.3.3.1.5. Ensure all cadre understand that the interview is protected under the Privacy Act of 1974.

2.3.3.2. USO Responsibilities. The USO will:

2.3.3.2.1. Notify RRUC of any changes or corrections of the name, address, phone number, or Social Security number of an applicant.

2.3.3.2.2. Schedule interview appointments by telephone or in writing (reference Figure 2.1) and track them. If scheduling via telephone, ensure applicant is made aware of requirement to provide a resumé and the emphasis the selection board places on accomplishments in leadership positions. If an applicant cannot be contacted, declines, fails to show or reschedule within 10 days; notify RRUC of their status. Also, when scheduling an interview, highly encourage a parent or guardian to attend with the applicant. This does not bear directly on the interview, but provides the family and the detachment staff the opportunity to discuss the program dynamics.

2.3.3.2.3. Electronically forward the AF Form 4060 to the detachment commander via ALOweb. Upon the detachment commander's approval, fax the AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, (with affidavit and corroboration, if required) and AFROTC IMT 23, **Air Force ROTC Drug and Alcohol Abuse Certification**, used to explain the Air Force policy on drug and alcohol abuse, to HQ AFROTC/RRUC, Fax 334-953-5624. Detachments are required to maintain the original interview documents for a period of 2 years.

2.3.3.3. Interviewing Officer Responsibilities. The interviewing officer will:

2.3.3.3.1. Prior to conducting the interview, review AFI 36-2249 and AFROTCI 36-2011 (Chapter 1), the interview guide and guidance contained in the CSP Detachment Guidebook.

- 2.3.3.3.2. Explain scholarship types, lengths, activation procedures and requirements, and payment process to family and the interviewee.
- 2.3.3.3.3. Review academic major choices with applicant and ensure any changes are faxed to HQ AFROTC/RRUC. **NOTE:** Do not encourage applicants to list degrees they do not intend to pursue.
- 2.3.3.3.4. After dismissing family members, have applicant complete and sign the AFROTC IMT 35, IAW AFROTCI 36-2011, and the guidance below. Advise the applicant that any further civil involvements may result in the loss of scholarship or ineligibility for AFROTC.
- 2.3.3.3.5. If a civil involvement affidavit and corroboration are required, have the applicant complete the AFROTC IMT 4, **Affidavit Civil Involvement**. Complete the AFROTC IMT 14, **Law Enforcement Inquiry**, to request corroboration. Upon receipt of corroboration, forward all documentation to the USO. **NOTE:** An applicant may have provided acceptable corroboration with the application. Contact RRUC if the interviewee indicates corroboration was already provided. This may prevent unnecessary effort in obtaining additional information.
- ★2.3.3.3.6. Detachments will use the AFROTC IMT 23 to explain the Air Force policy on drug and alcohol abuse. Have the applicant complete the AFROTC IMT 23 and emphasize to the applicant that any drug use (including marijuana), after the date of the interview, may render him/her ineligible for the Air Force. If the applicant indicates use of marijuana, amphetamines, barbiturates, steroids, or inhalants (paint, glue, or aerosol), continue the interview. Have the applicant provide complete details by answering the questions listed on page 2 of the certification. The detachment commander does not sign the certification. Ensure the applicant and witness certification blocks are completed. If the applicant has indicated use of other illegal drugs and narcotics, to include, but not limited to, cocaine, club drugs, crack, hallucinogens, and opiates, have the applicant complete the AFROTC IMT 23, terminate the interview, and inform the applicant that he or she is ineligible--waivers will not be considered. Forward the completed AFROTC IMT 123, **AFROTC Scholarship Statement of Intent**, to USO. The AFROTC IMT 123 is used to identify an Air Force ROTC Scholarship selectee's intent to accept or decline the scholarship offer. This IMT will be used for type I, II or VII college scholarship only.
- 2.3.3.3.7. Advise the applicant of current DoD policy concerning homosexual conduct (reference AFROTCI 36-2011). HQ AFROTC recommends use of the AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces**, as a guide; however, do not have the applicant sign the AFROTC IMT 500.
- 2.3.3.3.8. Brief applicants on the AFROTC weight, BMI, and provide a current copy of the AFROTC physical fitness standards. Enter the applicant's current height and weight in the appropriate section on the AF Form 4060. Do not administer the BMI. The interviewer must include comments on the applicant's fitness level and potential

ability to meet and maintain AFROTC weight and fitness standards.

2.3.4. Scholarship Selection Boards. The boards are conducted in a fashion similar to AF promotion boards and are comprised of 3-member panels. The panels are typically comprised of AFROTC detachment commanders and ALOs. RRUC will normally release official board results within 2 weeks of the conclusion of each board and notify each applicant of his/her board result. For specific board dates, refer to the CSP Detachment Guide Book.

★2.3.5. Scholarship Selection Letter and AF ROTC IMT 123, **Air Force ROTC Scholarship Statement of Intent**. Each scholarship selectee will receive a congratulatory letter signed by HQ AFROTC/RR and a notification AF ROTC IMT 123. The AF ROTC IMT 123 provides information about the scholarship offer, tuition and other financial benefits, as well as actions the selectee must successfully complete to activate the scholarship. The scholarship selectee will complete the AFROTC IMT 123, indicating their detachment of choice and their choice of academic major.

2.4. Additional Detachment Post-Board Actions. Detachments are also responsible for the following actions:

2.4.1. Selectee Contact. The gaining detachment will make contact with every selectee as they appear on the LOA roster.

2.4.1.1. The gaining detachment should use this contact as an opportunity to help the applicant with the university admission and housing process, and to ascertain the status of the DoDMERB physical. If a detachment is asked by a scholarship selectee for assistance in resolving a medical disqualification, the detachment must coordinate any actions through HQ AFROTC/RRUC.

2.4.1.2. The LOA Roster should be referenced in regards to the selectee's offered academic major. If the offered academic major is a technical degree and not Air Force-approved (e.g., ABET, AFIT, etc) or not offered at your host or cross-town institution, advise the selectee and notify RRUC immediately.

2.4.2. Parent Letter. Gaining detachment commanders will send a letter (Figure 2.2) to parents of selectees listed on the LOA roster NLT 1 August.

2.4.3. Scholarship Authorization. The source document for authorization of a CSP scholarship offer is the LOA roster.

2.4.4. CSP Tuition and Technical Majors Data. The CSP Tuition and Technical Majors spreadsheet is used in two ways: (1) To record the annual in-state and out-of-state tuition for each host and cross-town institution, and (2) to record the AFIT-approved technical majors in which AFROTC awards scholarships at each institution. The annual in-state/out-of-state tuition costs allow RRUC, the detachment, and the applicant to determine if a 4-Year Type 7 selectee can attend a particular institution indicated on the selectee's Indorsement Letter. Upon receipt of a 4-Year Type 7 scholarship offer, RRUC will ask the selectee to submit the Indorsement Letter indicating whether they will accept the 4-Year Type 7 offer or convert to

a 3-Year Type 2 offer. The spreadsheet will also determine whether or not a selectee with a scholarship offer in a technical degree can attend a particular school indicated on the selectee's Indorsement Letter. Detachments will review annual in-state/out-of-state tuition costs and approved technical degrees for each institution and provide this information in writing to RRUC NLT 30 September each year. RRUC will then consolidate all data and update the spreadsheet on the restricted site by 1 November of each year. The tuition figures from the spreadsheet will be used for the entire CSP cycle, even if tuition amounts increase before the start of the fall classes. Detachments must notify RRUC within 30 days of any changes to AFIT-approved technical majors that may occur during the year.

2.4.4.1. All cadets identified under this program must pass a minimum of 12 semester hours or 18 quarter hours of technical courses prior to start of their AS400 year of college.

2.4.4.2. Failure to complete this requirement prior to start of the cadet's AS400 year may result in loss of scholarship and disenrollment from the AFROTC program.

2.4.4.3. Prior to scholarship activation and during term counseling sessions, counsel applicable students on the requirement to complete (and pass) a minimum of 12 semester hours or 18 quarter hours of technical courses prior to start of their AS400 year. Ensure each student signs the CSP Freshman Review Statement of Understanding (Figure 4.3.) at the start of their freshman year, prior to activating their scholarship. Review this requirement with the cadet each term during term counseling sessions. Use the second page of the statement to track compliance with this policy.

2.4.4.3.1. This statement will be used to supplement the AFROTC IMT 48, **Planned Academic Program**. The top portion of the second page of this statement will be signed as soon as practical after the first four columns (to include "Total") are completed, but not later than the end of the first AS100 term (normally Fall). All technical course work will be entered prior to the cadet and cadre instructor signing the statement. During each term review, the statement will be reviewed with the cadet. Indicate which term the cadet successfully completed each required course. Once this is annotated, the cadre instructor and the cadet will initial the statement appropriately. Just like the AFROTC IMT 48, complete the statement in pencil to allow adjustments, as necessary. Upon the cadet completing all required technical courses (NLT the end of the AS 300 year), a cadre instructor will certify the statement at the bottom. The statement will be filed in Section II of the cadet's UPRG and will remain a permanent part of the cadet's UPRG. **NOTE: Since the cadet is responsible for completing and signing the statement of understanding, failure to accomplish term reviews or review the statement is not reason for a request to retain scholarship if cadet does not meet the required coursework at end of AS300 year. If cadet fails to meet the requirements, terminate the scholarship.**

2.4.5. Death of a CSP Applicant. When a detachment learns of the death of a CSP applicant, verify the report through the proper authorities and notify HQ AFROTC/RRUC by telephone and follow-up in writing.

2.5. Commander's Leadership Scholarship (CLS) for CSP. This paragraph describes the administration of the CLS program.

★2.5.1. CLS for CSP. Each detachment commander has one CLS offer to award to CSP applicants. The objective of the CLS for CSP is two-fold: (1) Increase the acceptance rate of CSP selectees by making 4-Year scholarship offers as early as possible in the student's search for a college/university and funding, and (2) provide detachment commanders a powerful tool to recruit high quality students to their detachments to help establish and maintain a solid leadership core for the cadet wing.

2.5.1.1. All CLS scholarships are 4-year offers. The offer is a Type 1 scholarship for nominees who will major in a technical major (Tier 1) and a Type 2 scholarship for nominees who will major in non-technical major (Tier 4).

2.5.1.2. All potential nominees must be listed on the UIR. Upon completion of the interview, the detachment commander must determine whether the applicant should be offered a CLS. The scholarship should be offered based on an applicant's demonstrated leadership and officer potential, motivation to serve in the Air Force, and physical fitness.

2.5.1.3. Detachment commanders cannot tender a CLS to an applicant who has already met a CSP board.

2.5.1.4. Detachment commanders cannot tender a CLS offer to an applicant who did not submit his or her application on or before the 1 December application deadline or who did not gain eligibility by the 15 January eligibility deadline.

2.5.1.5. If the applicant wants to attend the host school or an official cross-town school of the interviewing detachment, the detachment commander can tender a CLS offer. Once the interviewee has accepted the offer, the detachment commander will submit the normal interview forms/IMTs to RRUC along with the CLS nomination letter (Figure 2.3) identifying as a CLS nominee. Do not turn in the interview form/IMT until after the interviewee has accepted or declined the CLS offer.

2.5.1.6. If the applicant wants to attend a school not affiliated with the interviewing detachment, the interviewing detachment commander (Det X/CC) can, at his or her discretion, contact his or her fellow detachment commander (Det Y/CC) and recommend the use of Det Y's CLS offer for the applicant. The decision to tender the CLS offer rests solely with the Det Y/CC. If Det Y/CC decides to tender an offer, he or she will coordinate the offer with the Det X/CC. As the interviewing detachment, Det X/CC will submit the normal interview forms/IMTs to RRUC along with the CLS nomination letter (Figure 2.4) identifying the applicant as a CLS nominee from Det Y/CC.

2.5.1.7. Detachment commanders must tender the CLS offer and the student must verbally accept the commander's offer within 2 weeks of the scholarship interview but not later than 28 February each year. Do not forward interview paperwork until the interviewee has accepted or declined the CLS.

2.5.1.8. Upon receipt of the interview results and CLS nomination letter from the

detachment commander, RRUC will notify the applicant of his/her selection via letter. The applicant will indorse the letter and return to RRUC.

2.5.1.9. If the applicant accepting a CLS offer decides at a later date to attend a different school affiliated with a different detachment, the CLS offer will be withdrawn and the applicant may compete on the next available CSP board. If this occurs before the 28 February deadline, the detachment will coordinate the declination with RRUC, and the detachment commander can then award another CLS offer no later than 28 February.

2.6. DoDMERB Certification of Scholarship Physicals. Periodically, RRUC will provide a listing of scholarship selectees to DoDMERB. DoDMERB will then schedule the physical examination for each selectee and send the certification of the exam to RRUC.

2.7. Medical Waiver Procedures. HQ AETC/SGPS is the waiver authority for all AFROTC physical exams, including scholarship exams. DoDMERB may automatically process a disqualified scholarship physical for waiver based on guidance from AETC/SGPS.

Figure 2.1. Sample Letter for Personal Interview

(LETTERHEAD)	dd mmm yy
<p>AFROTC Det 9000/UAO University of Anywhere Classroom Bldg, Room 201 City ST 47809-2245</p> <p>Mr. John Doe 2412 Garfield Avenue Terre Haute IN 47808-0000</p> <p>Dear Mr. Doe</p> <p style="margin-left: 40px;">Congratulations on becoming an eligible applicant in the Air Force ROTC College Scholarship Program. This letter is to confirm your appointment for a scholarship interview, the final step before you meet one of our scholarship selection boards. We have scheduled your interview for (day of week), (date) at (time). Your interview will take place at (Air Force ROTC Detachment Number, located in ...). Attached is a map and directions to help you find us. If you know right now that you can't make the appointment as scheduled, please give me a call at the number noted below and we will schedule a new appointment.</p> <p style="margin-left: 40px;">The interview itself will last about an hour and will be conducted by an Air Force officer. Friends or family members may accompany you to the detachment. They may find out more about the AFROTC scholarship process, but will not be allowed to be with you during the personal interview session. Because the scholarship interview is one of the most important aspects of our scholarship selection process, here are some tips to help you prepare for it:</p>	

1. Arrive a few minutes early.

2. Dress appropriately—no need for a suit and tie/dress; neat casual clothing is acceptable.

3. **Definitely bring a resumé** (typewritten and no more than 1 page in length). We are most interested in your specific accomplishments that demonstrate leadership and officer potential rather than merely listing achievements or activities you've participated in. We want to know how your leadership has impacted the organization, teams and projects you worked on. No pictures.

4. Be prepared to discuss your high school career and your accomplishments—don't make the interviewer pull information out of you. Remember that he or she knows nothing about you and only has 1 hour to gather enough information to make a scholarship recommendation.

5. Don't be nervous—there are no “trick questions.” The purpose of the interview is to evaluate you for a scholarship, not to test you, to put you on the spot, or to quiz you.

6. Ask questions if you have them—the interview is the perfect opportunity for you to learn more about the Air Force and about ROTC so you can determine if it is something you want to pursue.

After we complete your interview, we will send the results to the College Scholarship Section at Headquarters Air Force ROTC. Your application will then meet the next available selection board.

We look forward to meeting you. If you have any questions, please call me anytime at 999-111-1111.

Sincerely

JIM DOE, Capt, USAF
USO

Attachment:
Directions/map

Figure 2.2. Sample Letter to Selectee's Parents

(LETTERHEAD)

dd mmm yy

Commander, AFROTC Det 9000
University of Anywhere
City ST 47809-2245

Parent of John Doe

3816 Main Street
Bloomington IN 47884-0000

Dear Mr. and Mrs. Doe

As the proud parents of an Air Force ROTC scholarship selectee, welcome to our Air Force family. We want to assist your (son/daughter) in (his/her) transition from high school to college student. We know most AFROTC scholarship selectees are anxious to get to college and activate the scholarship as soon as possible. We also know many selectees and parents have questions regarding the AFROTC scholarship activation and retention requirements. We are here to help answer those questions.

There are a number of actions that need to be completed so (selectee's first name) can be ready to activate (his/her) scholarship. These actions were outlined in the congratulatory letter and scholarship notification package HQ AFROTC has already sent to (selectee's first name). The following is a review of some of the important elements of our scholarship program. We ask that you review this information, complete the enclosed acknowledgement, and return it to us as soon as possible:

a. Your (son/daughter) must complete a medical exam and have it certified by the Department of Defense Medical Examination Review Board (DoDMERB) before we can activate the scholarship. Air Force officers must be medically certified for worldwide duty. For this reason, certain medical problems can be disqualifying for active duty in the Air Force. More detailed information on the DoDMERB process is contained in the scholarship notification package.

b. All scholarship cadets must meet AFROTC height/weight standards before scholarship activation. In addition, they must pass the AFROTC Physical Fitness Assessment (PFA) within the first year as an AFROTC cadet (exact requirements will be explained upon arrival at detachment). Your (son/daughter) should prepare for these standards before (he or she) arrives on campus.

c. All scholarship cadets must be enrolled as full-time students and be enrolled in AFROTC classes and Leadership Laboratory during each academic term. Scholarship cadets must meet specific academic requirements to retain the scholarship. For example, your (son/daughter) must attain at least a 2.50 CGPA by the end of the spring term of the freshman year.

d. If your (son/daughter) was involved in any civil involvements with law enforcement or school authorities, or involved with illegal drugs of any kind, regardless of age at time of the incident, we will need to review these involvements to determine whether we can activate the scholarship.

e. AFROTC will not provide tuition until after the 45th day of the fall term of the school being attended. We must be able to activate the scholarship by the last day of the fall term so we can provide tuition for the fall term. You or your (son/daughter) may be responsible for the tuition for the fall term (contact the university for details). After the scholarship is activated, HQ

AFROTC will pay the university the allowable tuition and they should reimburse your (son/daughter). If your (son/daughter) is unable to meet the activation requirements by the last day of the fall term, we may withdraw the scholarship offer. If your (son/daughter) activates the scholarship and then decides to withdraw from AFROTC classes or from school prior to the 45th day of the fall term, we will withdraw or terminate the scholarship and not provide tuition for the fall term.

f. We expect scholarship cadets, to include 3-Year Type 2 selectees, to graduate from the college or university where they begin their freshman year. A transfer to another college or university is subject to HQ AFROTC approval and transfer requests from one institution to another, even within the same AFROTC detachment, will normally result in the scholarship being capped at the cost of the lower cost school. For example, if a student starts at a school that costs \$3,000 annually, even if the scholarship has not been activated, and then is approved for a transfer to a school that costs \$8,000 annually, the scholarship will be capped at \$3,000. The student must pay any additional tuition expense.

g. Requests for academic major changes must be approved in advance of a change in major, and decisions are based on the needs of the Air Force. It's important to understand your (son/daughter) was offered an AFROTC scholarship based on (his/her) intention to graduate with a specific academic degree. The Air Force awards scholarships to outstanding high school students primarily in scientific and engineering degrees because the Air Force needs officers with these degrees.

h. The contract your (son/daughter) will sign to activate the scholarship states, *"Recoupment of scholarship money or call to extended active duty in (his/her) enlisted grade will be instituted if (he or she) is disenrolled for cause before AFROTC commissioning."* These provisions take effect after the first AFROTC class or leadership laboratory session (whichever occurs first) of (selectee's first name) second year in AFROTC. (Selectee's first name) has the right to relinquish scholarship benefits and be disenrolled without any obligation any time during the freshman year. Such action, however, may jeopardize (his/her) future entry into any commissioning program.

i. We know there is a great deal of information regarding the AFROTC scholarship that can be somewhat intimidating. That being said, we want to reassure you that we are one family in AFROTC and we will do everything we can to resolve any question, to expedite (selectee's first name)'s scholarship activation and to make this transition period as comfortable and seamless as possible. I would appreciate any comments or suggestions you may have for improving the administration of our scholarship program. Please call me at 999-111-1000.

j. Finally, (selectee's first name)'s enrollment in AFROTC and scholarship activation is truly a first step on the journey to becoming an officer in the United States Air Force. (He or she) is about to embark on one of the most rewarding periods of (his/her) life. We wish (him/her) well in (his/her) college experience and are delighted to have (him/her) in our program.

Sincerely

JOHN DOE, Lt Col, USAF
Commander, AFROTC Det 9000

Figure 2.3. CLS Nomination - Applicant Attending Interviewing Detachment

DEPARTMENT OF THE AIR FORCE
AIR UNIVERSITY (AETC)

dd mmm yy

MEMORANDUM FOR HQ AFROTC/RRUC

FROM: AFROTC DET XXX/CC
STREET
CITY STATE ZIP

SUBJECT: Nomination of Commander's Leadership Scholarship for College Scholarship Program

1. I nominate the following CSP applicant for a Commander's Leadership Scholarship (CLS):

Doe, John E
9999 (LAST 4 OF SSAN)

2. The interview was completed on DD MMM YY and associated forms/IMTs are attached. The nominee has verbally accepted this offer and plans on attending Detachment 9000, University of Anywhere.
(COLLEGE/UNIVERSITY)

3. If there are any questions, please contact me at 999-999-1000 (comm) or email at det9000@any email.

// Signed //
GEORGE DOE, Lt Col, USAF
Commander, AFROTC Detachment 9000

Attachments:

1. AFROTC IMT 23
2. AFROTC IMT 35
3. AFROTC IMT 4 (If required)
4. AFROTC IMT 14 (If required)

Figure 2.4. CLS Nomination - Applicant Not Attending Interviewing Detachment

<p style="text-align: center;">DEPARTMENT OF THE AIR FORCE AIR UNIVERSITY (AETC)</p> <p style="text-align: right;">dd mmm yy</p> <p>MEMORANDUM FOR HQ AFROTC/RRUC</p> <p>FROM: AFROTC DET XXX/CC STREET CITY STATE ZIP</p> <p>SUBJECT: Nomination of Commander's Leadership Scholarship for College Scholarship Program</p> <p>1. In coordination with, and on behalf of, (Lt Col Anybody, Det 9001), we nominate the following CSP applicant for a Commander's Leadership Scholarship (CLS):</p> <p style="padding-left: 40px;">Doe, John E.</p> <p>2. The interview was completed on DD MMM YY and associated forms/IMTs are attached. The nominee has verbally accepted this offer and plans on attending <u>Detachment 9000, University of Anywhere.</u> (COLLEGE/UNIVERSITY)</p> <p>3. If there are any questions, please contact me at 999-999-9999 (comm) or email at <u>det9001@any email.</u></p> <p style="text-align: right;">// Signed // MIKE DOE, Colonel, USAF Commander, AFROTC Detachment 9001</p> <p>Attachments:</p> <ol style="list-style-type: none">1. AFROTC IMT 232. AFROTC IMT 353. AFROTC IMT 4 (If required)4. AFROTC IMT 14 (If required) <p>cc: Det YYY/CC</p>
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Chapter 3

IN-COLLEGE SCHOLARSHIP PROGRAM (ICSP)

3.1. Purpose. The ICSP is designed as a recruiting and retention vehicle to help AFROTC meet officer production goals. This program is a “flexible partner” allowing AFROTC to tailor programs to meet specific officer production needs. The availability of in-college scholarships and incentives is directly linked to higher headquarters-directed budget and production considerations and the number of annual scholarship activations from the CSP and enlisted commissioning programs.

3.2. General Information. The ICSP has both competitive and fully-qualified selection processes; see Table 3.1.

Table 3.1. Competitive and Fully-Qualified Scholarships

Process	Scholarships
Competitive	In-College Commander’s Leadership Scholarship (ICLS)
	ICSP Phases 1, 2, and 3
	CLS (Two Year Detachments)
Fully-Qualified	Express Scholarship Program (EXSP)
	Historically Black Colleges and Universities (HBCU) Scholarship Program
	Enhanced Historically Black Colleges and Universities (EHBCU) Scholarship Program
	Hispanic Serving Institution (HSI) Scholarship Program
	Enhanced Hispanic Serving Institution (EHSI) Scholarship Program
	Headquarters Leadership Scholarship Program (HLS)
	Cadet Training Assistant Supplement (CTAS)

3.2.1. Competitive ICLS offers are Type 1 for technical majors (Tier 1) and Type 2 for non-technical majors (Tier 4). Competitive scholarships offered during Phase 1 are Type 2. Phase 2 is a mix of Type 2 and Type 3, and Phase 3 is Type 6. Phase 2 includes Type 2 to Type 8 upgrades; Type 2 and Type 8 to Type 1 upgrade.

3.2.2. All fully-qualified scholarship offers (except CTAS) are Type 2 unless otherwise indicated in this instruction or by message from HQ AFROTC/RRU.

3.2.3. All ICSP scholarship offers will activate the following fall term unless otherwise indicated in this instruction or as announced by HQ AFROTC.

3.2.4. Prior to nomination, detachments will:

3.2.4.1. Ensure the nominee meets the scholarship eligibility requirements and completes all required actions.

3.2.4.2. Ensure field-training cadets attend or are properly deferred from field training

prior to scholarship nomination.

3.2.4.3. Nominate for applicable scholarship in Web Intensive New Gains System (WINGS). This requirement also applies to walk-on nominees for ICSP Phases 2 & 3.

3.2.4.4. Ensure every scholarship nominee requiring 2 years or less of AS class and Leadership Laboratory (LLAB) is eligible for Professional Officer Course (POC) membership IAW AFROTCI 36-2011 and AFROTCI 36-2013, including receipt of a valid Enrollment Allocation (EA).

3.2.4.5. Ensure every 3-year nominee for the ICSP will complete all General Military Course (GMC) requirements before entering the POC. Nominees who can complete the GMC through concurrent GMC enrollment or accreditation may apply for a 3-year scholarship. Concurrent enrollment in both the GMC and POC is not authorized.

3.2.4.6. Counsel nominee via AFROTC IMT 16, **Officer Candidate Counseling Record**, that, if selected, scholarship activation is contingent upon meeting all enlistment and activation requirements and retention standards. Also counsel the cadet that he or she must compete favorably for an EA IAW AFROTCI 36-2011 and AFROTCI 36-2013 (if applicable), and that being a scholarship cadet does not guarantee an EA.

3.2.5. Withdrawing Nomination or Offer. Detachments will monitor performance from nomination until activation. Instruct nominees to inform detachment personnel of anything that may affect their scholarship eligibility or activation. If, at any time during this period, a nominee or selectee fails to maintain eligibility and activation standards, withdraw the nomination or offer. Document the withdrawal on an AFROTC IMT 16 and update WINGS.

★**3.3. Eligibility Requirements.** To be nominated for a scholarship through ICLS, Phase 1, 2, or 3 of the ICSP, a cadet must meet the following eligibility requirements:

3.3.1. Must have a CGPA of 2.50 or higher (does not apply to Type 1 / 8 upgrades).

3.3.2. Prior to the term of activation, all nominees must have completed at least one term of full-time, graded college-level work. At the time of activation, cadets must have completed at least 24 semester hours (or equivalent) of college-level credits accepted by the degree-granting institution (**NOTE:** 3.5-year scholarships awarded via ICLS, EXPS or EHBCU/EHSI are exempt from the 24 semester hour requirement for activation).

3.3.3. Current scholarship cadets already on contract with AFROTC, or current scholarship selectees, are not eligible for ICSP. Cadets who lose their scholarship and are permitted to continue in the AFROTC program may compete for another ICSP after going at least one term unfunded. In addition, cadets on an activated scholarship cannot “exchange” their current scholarship for a “better” offer (e.g., a cadet on a Type 3 scholarship in Electrical Engineering cannot exchange it for a Type 2 EXSP). The following exceptions apply:

3.3.3.1. Students attending schools where tuition rate exceeds \$15,000 per year, who qualify, may compete at on upgrade board in the summer for a Type 1 or Type 8.

3.3.3.2. ICLS Type 2 winners cannot compete for a Type 1 or Type 8 upgrade until the summer prior to their AS300 year.

3.3.3.3. ICSP selectees cannot compete for a Type 1 or Type 8 upgrade until the summer after they have activated their scholarship.

3.3.3.4. HQ AFROTC may restrict the opportunity to compete for a Type 1 or Type 8 upgrade to certain majors or certain year-groups to meet officer production needs or to stay within budget. Students on a Type 2 CSP scholarship may also compete for the Type 1 and Type 8 upgrade after they have activated their scholarship for at least one full term.

3.3.4. A contracted AS100 cadet may decline his/her scholarship in writing, be disenrolled, and still be eligible to compete for an ICSP. Include the letter of declination in the cadet's personnel UPRG. Counsel the cadet via AFROTC IMT 16 that, if selected, the cadet must go one academic term (fall, winter, or spring) without scholarship funding prior to activation.

3.3.5. An AS100 scholarship selectee may decline his/her current offer in writing and compete for an ICSP (e.g., a 3-Year Type 2 CSP selectee in a technical major who wants to compete for a non-technical scholarship via the ICSP). Include the letter of declination in the cadet's personnel UPRG. Counsel the cadet via AFROTC IMT 16 that the original offer cannot be reinstated if he or she is not selected for an ICSP.

3.3.6. Meet AFROTC membership requirements (reference AFROTCI 36-2011, Chapter 1) prior to nomination.

3.3.7. Meet the AFROTC weight and BMI (reference AFROTCI 36-2007).

3.3.8. Meet the AFROTC PFA requirements outlined in Table 3.2.

3.3.9. Pass the Air Force Officer Qualifying Test (AFOQT) or obtain HQ AFROTC waiver.

3.3.10. Meet the scholarship age requirements stated in Chapter 1.

3.3.11. Have scheduled a DoDMERB physical examination (**NOTE:** Not applicable for ECP).

3.3.12. Be a U.S. citizen or able to obtain citizenship by the end of the projected term of activation. **NOTE:** A scholarship cannot be activated until citizenship is attained.

3.3.13. Present and former contracted members of any officer-commissioning program or service academy cadets, to include members who leave during their summer training prior to beginning their freshmen year, must obtain a waiver from HQ AFROTC/RRFP prior to nomination.

3.3.14. Cadets under contract in another service ROTC program or any service academy, and ANG/AFRES personnel, must obtain a conditional release from their organization prior to nomination (reference AFROTCI 36-2011).

3.3.15. Active duty personnel (including those from other services) will not be nominated for ICSP until they have been discharged. **NOTE:** All DD Form 214, **Certificate of Release or Discharge from Active Duty**, must be verified by HQ AFROTC/RRFP.

3.3.16. Review and approve the AFROTC IMT 48, or equivalent (reference AFROTCI 36-2011). Ensure courses listed (including electives) satisfy degree requirements for academic major of nomination.

3.3.17. For applicants in technical majors, ensure the technical major is AFIT-approved (reference Chapter 4).

Table 3.2. PFA Requirements for Scholarship Nominations and Activations

Category	PFA Required to Nominate?	PFA Required to Activate?	NOTES
4-yr CSP	N/A	No	<ul style="list-style-type: none"> - Must pass PFA prior to 31 December of their freshman year; if not, terminate scholarship and disenroll from the program. - All 4-yr CSP winners must be counseled on this requirement via AFROTC IMT 16.
3-yr CSP (converted a 4-yr Type 7 scholarship to a 3-yr Type 2 scholarship)	N/A	Yes	<ul style="list-style-type: none"> -Counsel freshman 3-yr CSP winners <ul style="list-style-type: none"> --In order to activate their scholarship at the beginning of the AS200 Fall term, they must pass the PFA in the spring of their AS100 year. -- Otherwise, they have until the end of the AS200 Fall term to pass the PFA and then activate their scholarship - Do not activate scholarship if they failed the PFA. If cadet is unable to pass the PFA prior to the end of fall term as AS200, withdraw offer.
ICSP Phase 1	Yes	Yes	- Must pass PFA prior to activation: either during previous spring term, during Field Training, or during current fall term.
ICSP Phase 2/3 (current cadet)	Yes	Yes	- Must have passed the most recent PFA.
ICSP Phase 2/3 (walk-on)	No	Yes	- PFA <u>required</u> to activate because it was not required for nomination.
EXSP/NSP/ICLS/HBCU/HSI	Yes	Yes	<ul style="list-style-type: none"> - Must pass PFA during current term - Once awarded, scholarship can be activated without additional PFA
ASCP/SOAR/POC-ERP	*	Yes	- All ECP cadets are required to pass official AF PFA within 90 days of departure from last duty location. This PFA is sufficient to contract upon arrival.
* Reference AFOATS Web Site for ECP to determine program applicant requirements http://www.afoats.af.mil/AFROTC/EnlistedCommissioning/			
NOTE For All Categories: Administer official PFAs only as permitted by new physical training guidelines in AFROTCMAN 36-201, <i>Cadet Physical Training Program</i> .			

3.4. In-College Commander's Leadership Scholarship (ICLS). This paragraph describes the administration of the ICLS program.

3.4.1. Each detachment commander has one scholarship to award to an AS100 cadet per academic year. The objective is to provide detachment commanders a powerful tool to retain high quality freshman cadets in their detachments to help establish and maintain a solid leadership core for the cadet wing.

3.4.1.1. All ICLS are 3.5-year offers (no freshman option).

3.4.1.2. The scholarship should be offered based on an applicant's demonstrated leadership and officer potential and motivation to serve in the Air Force.

3.4.1.3. Detachment commanders must tender an ICLS offer to an AS100 after fall grades have been posted, but prior to 1 February.

3.4.1.4. Detachment commanders will submit nomination via WINGS.

3.4.2. Additional Eligibility Requirements. In addition to the requirements listed above, a nominee for an ICLS must be an active AS100 in good academic standing during the fall term. The cadets must meet a minimum of 2.5 CGPA to activate.

★**3.5. In-College Scholarship (ICSP) Phases 1 and 2.** Nominees for the ICSP boards will compete for 2- or 3-year scholarships. These scholarships will activate the following fall term (unless a waiver is requested through HQ AFROTC/RRFP) after the release of the board results.

3.5.1. Phase 1 nominees must be non-contract GMC cadets enrolled in AS courses and participating in the AFROTC program during the current (spring) term. Each detachment will receive at least two scholarship allocations per year in Phase 1 -- one for an AS100 cadet and one for an AS200 cadet.

3.5.2. Phase 2 nominees may be:

3.5.2.1. Phase 1 non-selects.

3.5.2.2. Cadets not submitted in time for the Phase 1 process.

3.5.2.3. Walk-on students (those not participating in the AFROTC program during the most recent spring term). AS200 walk-ons require an EA prior to nomination.

3.5.2.4. AS200 cadets who were not selected for a Type 2 or Type 3 will be rank-ordered on a best-qualified basis and considered for Type 6. These awards are based on whether scholarship funds remain after the completion of the other scholarship awarding programs. These scholarships activate the following fall term

3.5.3. Type 1 Upgrade nominees must have an activated scholarship. Those cadets awarded a scholarship through SOAR are not eligible. Cadets in non-technical majors (Tier 4) are

not eligible. Type 1 upgrades are not guaranteed each year and depend on the needs of the program and budgetary constraints.

3.5.3.1. Must have a CGPA of 3.0 or higher for nomination.

3.5.4. Type 8 upgrade nominees must have an active scholarship awarded through any AFROTC scholarship program. Type 8 upgrades are open to any major, but are competitive and subject to Air Force budget constraints.

3.5.4.1. Must have a CGPA of 3.0 or higher for nomination.

3.6. ICSP Phase 1.

3.6.1. Nomination Process. Between 15 January and 31 January each year, HQ AFROTC/RRU will notify detachment commanders to submit their rank-ordered qualified ICSP nominees via WINGS.

3.6.1.1. The nomination process consists of two steps: 1) nominate only eligible non-scholarship cadets by AS year; and 2) rank order those nominees within their AS year.

3.6.2. Selection. HQ AFROTC/RRU will determine how many ICSP scholarships the detachment commanders may award based on the number of eligible nominees submitted and the number of offers available to meet production goals.

3.6.3. Announcement of Selections. Once the selections are released, detachment commanders may then present the scholarships. HQ AFROTC/RRUE will update all winners in WINGS. If a scholarship winner is unable or unwilling to activate an awarded scholarship, detachment commanders may request permission from HQ AFROTC/RRUE to substitute the next nominee in their previously submitted, rank-ordered list. This substitution must be made and HQ AFROTC/RRU notified prior to the beginning of the Phase 2 process. The HQ AFROTC/RR reserves the final decision on such substitutions. **NOTE:** Detachments will verify that WINGS has been properly updated before activating a scholarship.

3.7. ICSP Phase 2.

3.7.1. Nomination Process. Nominations must be submitted to HQ AFROTC/RRUE via WINGS NET 15 June and NLT 30 June.

3.7.1.1. The detachment commanders will rank-order all of their current cadets by AS class from most-qualified to least qualified and make comments.

3.7.2. Evaluating Nominees. The detachment commander will establish procedures to interview and or evaluate each nominee. Each nominee should be evaluated in terms of the "whole-person" concept, focusing on demonstrated leadership and officer potential, motivation to serve, physical fitness and overall academic performance. This appraisal is the most critical aspect of the selection process--the strongest appraisals focus on accomplishments at the collegiate level.

3.7.2.1. Walk-on students must be interviewed, the detachment commander will establish procedures to interview walk-on students. Detachment cadre officers, RDAs, or ALOs may conduct interviews. The detachment commander must review the comments prior to submission when another officer conducts the interview. In situations where walk-on nominees are not in the local area, the detachment should coordinate the interview with the RDA servicing the area where the student is located or the nearest AFROTC detachment (in such cases the interviewer will forward comments via e-mail to the detachment commander for submission).

3.8. Nomination Process for the Type 1 / 8 Upgrade Board. In conjunction with Phase 2, HQ AFROTC/RRUE may also conduct the Type 1 / 8 upgrade board. Nominations must be submitted to HQ AFROTC/RRUE via WINGS NET 15 June and NLT 30 June.

3.9. Board Results and Detachment Actions. Phase 1 results will be released NLT 15 February each year. Phase 2 and Type 1/8 upgrade board results will be released NLT 31 July each year. Upon release, detachments will:

3.9.1. Review each selectees record to ensure continued scholarship eligibility. Notify each cadet of their selection and projected activation date and document via AFROTC IMT 16.

3.9.2. If a selectee is no longer eligible, or decides not to accept the scholarship offer, notify HQ AFROTC/RRUE. Phase 2 and Type 1 / 8 upgrade selectees unable (or unwilling) to activate their scholarship offer cannot be replaced at the detachment level.

3.9.3. Notify nominees of selection or non-selection via AFROTC IMT 16.

3.10. Commander's Leadership Scholarship (CLS) (Two-Year Detachments). Cadets at 2-year detachments are ineligible for Phases 1 and 2, therefore the commander of each 2-year detachment may award two Type 2 scholarships during the fall term (2-year; 4 semesters/6 quarters) or spring term (1.5-year; 3 semesters/5 quarters) each year. In addition, each detachment commander may award Type 6 scholarships during the fall term (2-year; 4 semesters/6 quarters) or spring term (1.5-year; 3 semesters/5 quarters) each year (reference paragraph 3.10.2.). Do not nominate "walk-ons" who have not had an opportunity to demonstrate potential.

3.10.1. Type 2 Scholarships.

3.10.1.1. Nominees must:

3.10.1.1.1. Meet all nomination requirements.

3.10.1.1.2. Be an AS300 cadet with an EA.

3.10.1.1.3. Have been fully evaluated by the detachment commander on the "whole person" concept.

3.10.1.2. Detachment commanders will submit their nominations on separate AFROTC IMT 22, **Cadet Personnel Action Request**, to HQ AFROTC/RRFP (requesting an EA

and the Type 2 Two-Year Detachment CLS) NET the first day of the fall term and NLT the last day of the fall term (for 2-year nominees) or NET the first day of the spring term and NLT the last day of the spring term (for 1.5-year nominees). Scholarships cannot be activated until approved by HQ AFROTC/RRFP via the AFROTC IMT 22.

3.10.2. Type 6 Scholarships.

3.10.2.1. Nominees for Type 6 must meet all eligibility requirements as outlined in 3.10.1.

3.10.2.2. Just prior to the start of each fall term, HQ AFROTC/RR will determine the number of Type 6 scholarships available at each 2-year detachment using the following process:

3.10.2.2.1. Determine the number of AS300 cadets enrolled at the end of the previous spring term. Multiply by the selection percentage utilized during the most recent Phase 2 board. The result is the number of Type 6 scholarships the detachment may award during the current fall term. The detachment commander will be notified via ARMS.

3.10.2.2.2. If any of the selectees do not receive a certified DoDMERB physical exam in time to activate the scholarship during the fall term, they may activate a 1.5-year Type 6 scholarship during the following spring term once the DoDMERB physical has been certified. Detachments may request retroactive tuition payments for the fall term via AFROTC IMT 22 to HQ AFROTC/RRFP. **NOTE:** This option only applies to cadets who met every activation requirement except a certified DoDMERB physical exam during the fall term.

3.11. Express Scholarship Program (EXSP). The EXSP provides detachments with a strong on-campus recruiting tool and is designed to fill critical Air Force officer accession requirements. HQ AFROTC/RRU will announce the requirements, applicable academic majors, and deadlines via ARMS. EXSP is streamlined so that once a nominee becomes fully qualified, the scholarship can be activated. EXSP offers can be from 1- to 3.5-years in length (with possibility of another year added for SAF-approved 5-year majors). EXSP offers are normally Type 2.

3.11.1. Nominees for EXSP must:

3.11.1.1. Meet all eligibility requirements.

3.11.1.2. Meet a critical Air Force officer accession requirement as announced by HQ AFROTC/RRU.

3.11.1.3. Be a non-contract cadet at time of nomination in a specified major and able to graduate in a specific fiscal year-group as announced by HQ AFROTC/RRU.

3.11.2. Detachment commanders will submit their nomination via WINGS.

3.11.3. Nominations will be accepted throughout the academic year while the EXSP is open and activation may occur as soon as the cadet meets all enlistment and activation requirements.

3.11.4. EXSP is based on production needs and may be suspended at any time.

3.12. Historically Black Colleges and Universities (HBCU). The HBCU program provides the host and cross-town HBCUs with a strong recruiting tool to attract students. Any student attending an HBCU may be eligible for a 2- or 3-year scholarship. Nominees can pursue any academic major. All offers are Type 2. Once activated, these scholarships cannot be transferred to a non-HBCU. The official list of HBCUs is maintained on the United States Department of Education (Office of Civil Rights Enforcement) website at <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

3.12.1. Nominees must meet all nomination requirements and must be an AS200 or AS300 cadet in the upcoming fall term. AS300 cadets must have an EA.

3.12.2. Detachment commanders will submit their nomination via WINGS.

3.13. Enhanced Historically Black Colleges and Universities (EHBCU). The EHBCU program is a key recruiting tool which is a 2.5- or 3.5-year scholarship available only to students attending host HBCUs (Detachments 006, 015, 019, 130, 605, 607, 790 and Grambling students attending 305). Each host HBCU can nominate up to 15 AS100 cadets for 3.5-year scholarships. Once activated, these scholarships cannot be transferred to a different host or cross-town institution. All EHBCUs are Type 2. No more than 7 of 15 EHBCU scholarships may be awarded to students in Tier 4 academic majors.

3.13.1. Nominees for the 3.5-year EHBCU scholarship must meet all nomination requirements and must be enrolled as full-time students and in AS100 class and LLAB during the current term.

3.13.2. Any of the fifteen 3.5-year offers may be changed to a 2.5-year offer to AS200 cadets. The 2.5-year selectee must be enrolled in AS200 for the spring term, and have been awarded an EA by the POC Selection Process (PSP) prior to activation.

3.13.3. Detachment commanders will submit nominations via WINGS.

3.14. Hispanic Serving Institution (HSI). The HSI program provides host and cross-town HSIs with a strong recruiting tool to attract students. Any student attending an HSI may be eligible for a 2- or 3-year scholarship. Nominees for HSI can pursue any academic major. All HSIs are Type 2. Once activated, these scholarships cannot be transferred to non-HSIs. The official list of HSIs is maintained on the United States Department of Education (Office of Civil Rights Enforcement) website at <http://www.ed.gov/about/offices/list/ocr/edlite-minorityinst.html>.

3.14.1. Nominees for HSI must meet all nomination requirements and be an AS200 or AS300 cadet in the upcoming fall term. AS300 cadets must have an EA.

3.14.2. Detachment commanders will submit nominations via WINGS.

3.15. Enhanced Hispanic Serving Institution (EHSI). The EHSI program is a key recruiting tool which is a 2.5- or 3.5-year scholarship available only to students attending a host HSI (Detachments 002, 035, 505, 510, 755, 756, and 842). Each host HSI can nominate up to 15 AS100 cadets for 3.5-year scholarships. Once activated, these scholarships cannot be transferred to a different host or cross-town institution. All EHSIs are Type 2. No more than 7 of 15 EHSI scholarships may be awarded to students in Tier 4 academic majors.

3.15.1. Nominees for the 3.5-year EHSI scholarship must meet all nomination requirements and be enrolled as a full-time student and in AS100 class and LLAB during the current term.

3.15.2. Any of the fifteen 3.5-year offers may be changed to 2.5-year offers to AS200 cadets. The 2.5-year selectee must be enrolled in AS200 for the spring term, and have been awarded an EA by the PSP prior to activation.

3.15.3. Detachment commanders will submit nominations via WINGS.

3.16. Nurse Scholarship Program (NSP). The NSP provides detachments with a strong on-campus recruiting tool and is designed to fill critical Air Force nurse accession requirements. NSP is streamlined so that once a nominee becomes fully qualified, the scholarship can be activated. NSP offer lengths will vary depending on the needs of the Air Force, but are currently limited to a maximum of 3-years in length. All NSP offers are Type 2. HQ AFROTC/RRU announces the details and changes to the NSP via ARMS

3.16.1. Nominees for NSP must:

3.16.1.1. Meet all eligibility requirements.

3.16.1.2. Be pursuing a nursing major and accepted into a nursing program at a school where the major is accredited by either the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE) (reference Chapter 4).

3.16.1.3. Have an EA and nursing designator. If the student does not have an EA or designator, both must be requested via AFROTC IMT 22, through HQ AFROTC/RRFP prior to scholarship nomination (if requesting 2-year or less length NSP) or in conjunction with scholarship nomination (if requesting 2.5-year or 3-year NSP). Nursing designators are only awarded to students with documented, unconditional acceptances into properly accredited nursing schools.

3.16.2. Detachment commanders will submit nominations via WINGS.

3.16.3. Nominations will be accepted throughout the academic year while the NSP is open and activation may occur as soon as the scholarship is awarded, and all enlistment and activation requirements have been met.

★**3.17. Headquarters Leadership Scholarship (HLS).** The AFROTC/CC, AFOATS/CC, and AU/CC have a very limited number of scholarships to be used for exceptionally qualified students/cadets. The POC for these scholarships is HQ AFROTC/RRD.

★**3.18. Cadet Training Assistance Scholarship (CTAS).** The CTAS is available to any cadet who served as a Cadet Training Assistant (CTA), whether that cadet is currently on scholarship or not, as long as they meet scholarship/POC activation and or retention standards. The CTAS is limited to tuition, fees and books. CTAS can only be paid for the academic year immediately following the summer a cadet performed CTA duty. The award is limited to a maximum of \$2,000 and when combined with active scholarships (incrementally, up to \$1000/semester or \$666/quarter) can be paid up to the maximum cost (combined tuition, fees, and books) and only applies to an unpaid balance in the students tuition/books account.

3.18.1. Scholarship age restrictions apply.

3.18.2. Cadets who will enter into extended status are only eligible for the CTAS if they are in a SAF-approved 5-year major.

3.18.3. Ensure an authorization letter signed by the detachment commander is filed in the cadet's UPRG (Figure 3.2). There is no requirement to forward this letter to HQ AFROTC.

3.18.4. Cadets receiving a scholarship that covers the entire cost of their tuition and fees are not authorized to receive CTAS. However, they may utilize CTAS to cover any book costs above the amount authorized by their scholarship.

3.18.5. If the CTAS will be utilized to pay for any textbooks, the detachment must collect receipts for all textbooks from the student prior to authorizing an increase in textbook entitlements. The detachment must keep copies of these receipts in the cadet's UPRG for the duration of the cadet's AFROTC membership.

3.18.6. The detachment must update WINGS to reflect the increase in tuition and or textbook estimates for the current academic term.

3.18.7. The CTAS may be used for summer tuition provided the summer session is after CTA duty and all POC standards are met. CTAS funding for summer coursework must be approved via AFROTC IMT 22 package to AFROTC/RRFP. Cadets who will complete their final AS400 class prior to the summer term must be in a SAF-approved 5-year major to use CTAS funding in the summer term.

3.18.8. Have the cadet review the impact the CTAS payment might have on their Montgomery GI Bill (MGIB) eligibility prior to acceptance. The CTAS is considered a "scholarship funding" for MGIB purposes. (Reference AFROTCI 36-2018, *The Air Force ROTC Special Actions Program*, and Title 38, USC Section 3011(c) (3) (B), for further information on MGIB education benefits eligibility.)

Figure 3.1. Sample CTAS Authorization Letter

dd/mm/yy

MEMORANDUM FOR CADET RECORD

FROM: AFROTC Det 9000/CC
 STATE UNIVERSITY
 Any Where XXXXX

SUBJECT: Cadet Training Assistant Supplement (CTAS) Recipients

The following cadets are authorized the CTAS IAW AFROTCI 36-2019, Chapter 3.

Name	SSN	AS YR	Sem or Qtr	Major	Graduate Student
Doe, John	111223333	300	Sem	Aerospace Engr.	Yes
Doe, Jane	111223333	300	Qtr	English	Yes

GEORGE DOE, Lt Col, USAF
 Commander

PERSONAL DATA PRIVACY ACT OF 1974 (5 U.S.C. 522a) APPLIES

Chapter 4

SCHOLARSHIP ACTIVATION AND ADMINISTRATION

4.1. Purpose. This chapter governs the administration of all scholarship programs from the point the cadet enters AFROTC and activates the scholarship offer through the time the cadet graduates, commissions, or terminates the scholarship. This chapter is closely linked to the procedures and policies outlined in AFROTCI 36-2011. The term “scholarship” as used in this chapter includes funds cadets receive through the discontinued Professional Officer Course Incentive (POCI) program.

4.2. Counseling Scholarship Cadets and Designees.

4.2.1. General. Counseling provides the means to ensure a scholarship cadet understands the entitlements of the scholarship, to review retention standards and the consequences should these standards not be met, and to review the cadet's performance. These sessions provide an opportunity to mentor the cadet, to identify positive performance areas, to review deficiencies in the cadet's performance as it relates to the scholarship, and to motivate the cadet to take action to improve performance. Counseling provides the necessary

documentation trail should adverse actions such as scholarship suspension, termination, or disenrollment from AFROTC become necessary.

4.2.1.1. For any situation that could adversely affect a cadet's continuation in the AFROTC program, or place a cadet's scholarship in jeopardy, the detachment must take immediate action to notify and counsel the cadet. Use all means available to contact the student and document these attempts in the cadet's UPRG. Any counseling that results in activation, temporary inactivation/reactivation, suspension, or termination, must be documented via the AFROTC IMT 16, reviewed and signed by the detachment commander.

4.2.2. Initial counseling for freshmen 3- and 4-year CSP selectees prior to scholarship activation. Counseling must be accomplished within the first 10 workdays (school days) of the start of the fall term (host school), or prior to contracting, whichever is first. Counsel each freshman 3- and 4-year CSP selectee via the AFROTC IMT 16 that scholarship activation is contingent upon meeting all enlistment and activation requirements. Also, he or she must compete favorably for an EA and that being a scholarship cadet does not guarantee an EA. Complete the College Scholarship Program--Freshman Review Statement of Understanding (Figure 4.3) and file the statement in the cadet's UPRG.

4.2.3. Counseling in-college nominees at time of nomination. Detachment cadre will counsel every scholarship nominee via the AFROTC IMT 16 on all activation and retention standards, that he or she must compete favorably for an EA, and that being a scholarship cadet does not guarantee an EA.

4.2.4. Cadets unable to activate by last day of term. If the scholarship has not been activated by the last day of the expected activation term, withdraw the offer. For cadets unable to activate due to a pending DoDMERB certification, but who have met all other activation requirements, request a waiver from HQ AFROTC/RRFP. If HQ AFROTC/RRFP grants an extension, then the offer must be activated by the last day of the next term; if not, withdraw the offer. Counsel the cadet via AFROTC IMT 16. **EXCEPTION:** Cadets have until 31 Dec to meet weight / BMI standards IAW AFROTCI 36-2011 Table 2.1. If still failing by 31 Dec, withdraw the offer.

4.2.4.1. In cases where the cadet was unable to activate a scholarship by the last day of the term, HQ AFROTC/RRFP may consider requests for retroactive payment of tuition for the previous term once the scholarship has been activated. Counsel cadets that such approval is not guaranteed, and is at the discretion of HQ AFROTC based on funding constraints, the needs of the Air Force, and the reason for late activation.

4.2.5. Counseling cadets or selectees who decline the scholarship. Cadets who decline their scholarship, before or after activation, must sign a statement declining the scholarship. Include the statement in the cadet's UPRG. **NOTE:** Refer to AFROTCI 36-2015 for disenrollment procedures.

4.2.6. Term counseling. Counsel each cadet at least once each term (in conjunction to the term review directed in AFROTCI 36-2011). During this counseling, the detachment

commander (or designated representative) will also:

4.2.6.1. Review the entitlements of the scholarship, retention standards and the consequences should these standards not be met reference AFROTCI 36-2011 Table 2.1. Review the cadet's performance during the most recently completed term, as well as progress during the cadet's tenure in AFROTC. The counselor should identify positive performance areas. If the cadet's performance is deficient, the counselor must document and recommend specific actions, and provide a plan for improvement.

4.2.6.2. Ensure each cadet understands that changing an academic major must be pre-approved. Failure to do so may result in scholarship termination, withdrawal of the scholarship offer, or disenrollment from AFROTC.

4.2.6.2.1. All CSP scholarship cadets must declare their academic major NLT the first day of their AS200 classes. Technical academic major (as indicated on the original scholarship offer) must remain technical. Non-technical majors can remain non-technical or may be switched to technical.

4.2.6.3. Ensure each cadet understands that transferring to another college or university must be pre-approved and that the tuition will be capped at the rate of the lower cost institution.

4.2.6.4. Ensure each cadet understands that summer school and mini-sessions are not normal terms of entitlement (reference Chapter 5).

4.2.6.4.1. Substandard performance in such coursework could adversely affect scholarship retention if GPA falls below standards.

4.2.6.5. Ensure each cadet currently in a Secretary of the Air Force (SAF) approved 5-year major, who obtains approval of a major change, understands that scholarship entitlement ends upon completion of AFROTC requirements (AS400), unless their new major is also a SAF-approved 5-year major and they are approved for extended entitlements.

4.2.6.6. Ensure each cadet currently in a SAF-approved 5-year major, who obtains approval of a major change to a non-SAF-approved 5-year major, understands that stipend is restricted to 600 days in the POC and, therefore, will possibly terminate before completion of degree.

4.2.6.7. Ensure each freshman CSP cadet or selectee understands that he or she must:

4.2.6.7.1. Take the AFOQT by the last day of the first term of the freshman year. This allows for retesting, when necessary, and obtaining the results before the first AS200 class. Four-year CSP selectees do not have to take the AFOQT to be enlisted as freshmen; however, they must meet requirements as noted above to retain the scholarship into the sophomore year. **NOTE:** Must pass the AFOQT prior to the start of the first AS200 class (reference AFROTCI 36-2011).

4.2.6.7.2. Complete AFROTC IMT 48 NLT the last day of the first term of their freshman year.

4.3. Scholarship Pre-Activation Actions. Reference AFROTCI 36-2011, Chapter 4, for general enlistment procedures.

4.3.1. Detachment commanders should neither enlist selectees nor activate scholarships until the selectee is briefed on military appearance, dress, and grooming standards. In instances where there is an evident lack of motivation, unsuitability for military training, or other sufficient reason to question selectee's entry into AFROTC, withhold scholarship activation pending final determination of suitability. Counsel cadet via AFROTC IMT 16.

4.3.2. Verify the source documents authorizing scholarship activation is in the cadet's UPRG. The source document for CSP selectees is the LOA roster. For all other enlisted programs (SOAR, ASCP, and POC-ERP), the source document is the HQ AFROTC/RRUE letter authorizing discharge; for ICSP non-boarded programs (e.g., ICLS EXSP, HBCU, HSI, EHBCU, EHSI, NSP), the source document is WINGS scholarship activation panel. For ICSP Phases 1 and 2, the source document is the board results roster.

4.3.3. Verify the certified DoDMERB physical is in the cadet's UPRG before the cadet's scholarship is activated (reference AFROTCI 36-2011 for complete actions regarding physicals).

4.3.4. Brief all scholarship selectees that receipt of scholarship funding may impact their eligibility for MGIB benefits after entry onto active duty (reference Chapter 3).

4.4. Scholarship Activation Standards. Cadets must meet all AFROTC membership requirements (reference AFROTCI 36-2011). In addition, the standards below must be met for a selectee to activate a scholarship (except where noted).

4.4.1. Scholarship selectees must have a CGPA of 2.50 or higher for scholarship activation (4-year CSP selectees activating in the fall term of the freshmen year are exempt from this requirement).

4.4.2. ICSP selectees must have completed at least 1 year of college-level credit (e.g., 24 semester hours or 36 quarter credits or the equivalent) accepted by the degree granting institution **NOTE:** Does not apply to 4-Year CSP scholarships and 3.5-yr scholarships awarded via ICLS, EXSP, EHBCU or EHSI.

4.4.3. Must be in good academic standing as defined by the university the cadet is attending. Detachments must verify good academic standing using procedures/criteria established by the university (e.g., academic probation or warning listed on current transcripts, internal links with registrar databases).

4.4.4. Scholarship selectees must have a current DoDMERB certified physical or a waiver approved by HQ AETC/SGPS.

4.4.5. Pass the AFROTC PFA and meet the AFROTC weight/BMI standards (reference

Table 3.2).

4.4.6. Must pass the AFOQT or obtain waiver from HQ AFROTC/RRFP. **NOTE:** Does not apply to 4-year CSP scholarship cadets.

4.5. Scholarship Activation Actions.

4.5.1. The day the DD Form 4, **Enlistment/Reenlistment Document – Armed Forces of the United States**, and AF IMT 1056 is signed will be the scholarship activation date. Scholarship entitlements cannot be paid retroactively for a term that ended before the scholarship activation date, unless approved by HQ AFROTC/RRFP via an AFROTC IMT 22. **NOTE:** Stipend is never paid retroactively.

4.5.2. Prepare an AF IMT 1056 (reference AFROTCI 36-2011, Chapter 4).

4.5.3. Complete Part I of the AFROTC IMT 88, **Extended Terms of Scholarship Entitlements Acknowledgment and Certification**, for 4-year CSP selectees in a bona fide SAF-approved 5-year undergraduate major. The AFROTC IMT 88 is used to verify a cadet extended terms of scholarship entitlements acknowledgement and certification.

4.5.4. Complete and process travel vouchers for CSP freshmen cadets (reference Chapter 5).

4.5.5. Update WINGS within 5 workdays of any scholarship action (reference Chapter 5).

4.6. Scholarship Retention Standards. These are the standards cadets must meet to retain scholarships. **NOTE:** Except where indicated, these standards also apply for summer terms and mini-sessions.

4.7. Conditional Events and Scholarship Action Dates:

4.7.1. Conditional Events for Scholarship Cadets. A conditional event must be given when a scholarship cadet fails to meet retention standards. It may also be given any time the commander deems it necessary. A conditional event is a management tool used by the detachment commander to document substandard performance by a contracted cadet. Reference AFROTCI 36-2011 for procedures for giving and documenting conditional events.

4.7.2. Scholarship Action Dates. Changes in scholarship status are completed within the affected term. The scholarship action date is the date that necessitated the change in scholarship status. For events occurring between terms or during the summer break (except when a summer entitlement is authorized); or prior to the end of the previous term, but not identified until after the term, the scholarship action date will be the first day of the host institutional classes of the next regular (i.e., fall, winter, or spring) term.

4.8. Temporary Inactivation/Reactivation of Scholarships. The purpose of temporary inactivation is to protect government funds in situations that may result in scholarship suspension, termination, or disenrollment from AFROTC.

4.8.1. Temporarily inactivate a scholarship whenever a cadet's scholarship continuation, or a

cadet's retention in AFROTC, is in jeopardy. Examples of such situations include, but are not limited to, serious civil involvements, significant changes in medical status, or conduct that is incompatible with military service. A temporary inactivation is just that -- temporary. The temporary inactivation date is the date the commander decided to inactivate the scholarship (this date can be a date prior to the date the cadet was counseled and signed the AFROTC IMT 16). Once the issue is resolved, reactivate the scholarship, suspend, terminate, or disenroll, as appropriate.

4.8.1.1. If the cadet's scholarship is reactivated, the reactivation date is the day after the original temporary inactivation date.

4.9. Suspended Scholarships. Scholarships must be suspended when directed by AFROTC instructions. In addition, the detachment commander or HQ AFROTC/RR may direct suspension of a scholarship even though AFROTCI 36-2011 directs less severe action. That is, the detachment commander may suspend a scholarship any time a cadet's actions warrant suspension.

4.9.1. Once a scholarship is suspended, it is suspended for the entire term. Each suspension results in an unfunded term for the cadet. If AFROTC has already been obligated for the suspended term (e.g., suspension occurred after the 45th day of the fall term), the next term will be unfunded. If another conditional event occurs during an already suspended term, and if this conditional event directs another suspension, the detachment must suspend the scholarship for another term (reference AFROTCI 36-2011 Table 2.1).

4.9.2. If the suspension occurs after the 45th day (fall term only) or after the pecuniary liability date (all other terms), the financial impact of the suspension will take effect the following term. The suspension date, however, will be the day of the infraction, or, if already temporarily inactivated, the last day of the term of host institutional classes.

4.9.3. Scholarship suspensions require loss of funds for a full term. The lost funds cannot be recovered at a later date and the suspended term counts toward total authorized entitlements. After one term in suspended status, a cadet's scholarship may be reinstated IAW with retention standards. (Reference Chapter 5 for payment liability determination.)

4.10. Scholarship Termination. The detachment commander or HQ AFROTC may direct termination of a cadet's scholarship for failure to meet standards, or when a suspension is not considered to be in the best interest of the Air Force. (Reference Chapter 5 for payment liability determination.)

4.10.1. When AFROTCI 36-2011 Table 2.1 or other circumstance requires termination of a POC cadet's scholarship, the detachment must terminate the scholarship.

4.10.2. When AFROTCI 36-2011 Table 2.1 or other circumstance requires termination of an AS100 or AS200 cadet's scholarship, the detachment must terminate the scholarship and initiate an investigation for disenrollment (reference AFROTCI 36-2015).

4.10.2.1. By law, GMC cadets may only be on contract if on scholarship.

4.10.2.2. For AS200 cadets, if the detachment commander wants to allow the AS200 cadet to continue in the program, do not terminate immediately. Instead, temporarily inactivate the scholarship and submit an AFROTC IMT 22 package with justification to AFROTC/RRFP requesting either scholarship retention or suspension of the scholarship with termination upon entry into the POC. This procedure allows HQ AFROTC the option to approve retention of the AS200 scholarship cadet without requiring a disenrollment investigation.

4.10.3. The detachment commander must initiate scholarship termination for the following conditions:

4.10.3.1. When directed by HQ AFROTC.

4.10.3.2. Death of the cadet (reference AFROTCI 36-2011).

4.10.3.3. When a scholarship cadet voluntarily removes himself/herself from the scholarship program (e.g., declines the scholarship, etc.)

4.10.3.4. When a scholarship cadet changes academic major without appropriate approval (reference AFROTCI 36-2011).

4.10.3.5. When a scholarship cadet transfers to a different school without appropriate approval.

4.10.3.6. When a scholarship cadet indicates intent not to complete the GMC, attend field training, or enter/complete the POC. Counsel the cadet via an AFROTC IMT 16, obtain a written statement from the cadet, and file both in the cadet's UPRG.

4.10.3.7. When an AS100 scholarship cadet or selectee does not achieve passing AFOQT scores (or waiver from HQ AFROTC/RR) prior to the first day of AS200 classes. For a 3-year CSP selectee, withdraw the scholarship offer.

4.10.3.8. When a scholarship cadet expends all of his/her scholarship entitlements, termination date is the last day of the term.

4.11. Transfers. This paragraph only applies to scholarship cadets.

4.11.1. General Policy.

4.11.1.1. Scholarship cadets or selectees may not transfer between institutions, even if it is within the same detachment, without prior approval of losing detachment commander. If the losing detachment determines a cadet has already transferred to another school prior to obtaining approval, the losing detachment will immediately temporarily inactivate the scholarship, and investigate for disenrollment.

4.11.1.2. The school to which the cadet wants to transfer must be affiliated with AFROTC.

4.11.1.3. For scholarship cadets in technical majors, the transfer school must have an approved program in the same major.

4.11.1.4. The cadet must complete an academic plan and have this plan approved by the new detachment and institution prior to the losing detachment commander authorizing the transfer request.

4.11.1.5. If the transfer moves the DOC/DOG into a different fiscal year, the losing detachment commander must request approval of the change and the transfer via an AFROTC IMT 22 package to HQ AFROTC/RRFP.

4.11.1.6. If a transfer is approved, the scholarship will be capped at the tuition rate of the lower cost school regardless of the scholarship type (for example, if a cadet starts at a school with tuition of \$5,000 per year and then transfers to one with tuition at \$12,000 per year, the scholarship is capped at \$5,000 per year). Exception: If the transfer involves a GMC scholarship selectee, he or she may activate a scholarship while attending a 2-year junior or community college, provided the transfer meets the specific policies noted above and the following:

4.11.1.6.1. The GMC selectee's academic plan must reflect attendance at both schools. The academic program must be authorized under a formal matriculation agreement (frequently known as "2+2" agreements) between the community/junior college and the senior institution and be listed in the catalog of either institution as a transfer program. Under these agreements, all courses from the community/junior college transfer to the senior institution and meet degree or graduation requirements for a 4-year degree. In addition, the community/junior college must have a cross-town or consortium agreement with AFROTC and the senior institution (reference AFROTCI 36-2014, AFROTC Enrollment and Relations with Host/Non-host Instruction, Cross-town, and Consortium Institutions).

4.11.1.6.2. The GMC cadet must sign a statement agreeing to transfer to the 4-year baccalaureate degree granting institution as reflected in the approved AFROTC IMT 48 and which is affiliated with the same AFROTC detachment as the community/junior college of attendance. This transfer request is consummated with the student activating the scholarship at the community/junior college. No AFROTC IMT 22 action is required.

4.11.1.6.3. The tuition will be capped at the programmed 4-year institution's cost.

4.11.1.6.4. If the scholarship is dependent upon the status of the 2-year institution (e.g., HBCU or HSI), and the 4-year institution is not the same status, then the scholarship will be lost upon transfer. These cadets may compete during ICSP Phase 2 – this is an exception to the normal policy that does not permit current scholarship cadets to compete. The cadet will not be disenrolled at the conclusion of the AS200 year, since they will be eligible for POC entry after successful completion of field training (or appropriate deferral). Suspend scholarship and terminate upon POC entry. Upon entry to an AFROTC-affiliated 4-year institution, the AF IMT 1056 will

be changed to reflect the loss of the HBCU/HSI scholarship, and, if applicable, activation of the new ICSP scholarship. Loss of an HBCU/HSI scholarship under these circumstances will not normally result in adverse action (e.g., recoupment) unless specific details warrant such action.

4.11.2. General Procedures.

4.11.2.1. If the transfer is approved, the losing detachment will:

4.11.2.2. Prepare a statement of scholarship and subsistence entitlements received and include it with the records forwarded to the gaining detachment.

4.11.3. Forward the cadet's UPRG to the gaining detachment. Do not allow the cadet to hand carry the UPRG.

4.11.4. Ensure WINGS is updated to reflect the transfer.

4.11.5. If notified by the gaining detachment that the cadet did not enroll in AFROTC classes, initiate an investigation for disenrollment. Although the cadet UPRG may have been forwarded to the gaining detachment, absolute responsibility and control for continued participation in the AFROTC program is vested with the losing detachment. Any administrative action relative to a cadet's continued participation remains the responsibility of the losing detachment until such time as the gaining detachment submits the necessary changes.

4.11.6. Actions by the gaining detachment when notified of a pending transfer:

4.11.6.1. Request the losing detachment forward the cadet's UPRG to the gaining detachment.

4.11.6.2. Verify that losing detachment commander approved a request for transfer in writing.

4.11.6.3. Notify the losing detachment in writing of a cadet's enrollment status in AFROTC classes on the first day of institutional classes.

4.12. National Student Exchange (NSE). Contract cadets may transfer from one detachment to another to participate in NSE with the concurrence of both the losing and gaining commanders and with HQ AFROTC/RRFP approval on an AFROTC IMT 22. Participating cadets are limited to exchange terms only between institutions with affiliated AFROTC programs. Scholarship cadets assume responsibility for any costs, including tuition and fees, which are over and above those they would have incurred through normal enrollment at the losing institution. The student shall complete a statement of understanding in the format outlined in Figure 4.1. Upon completion of the NSE program, the cadet will transfer back to the original detachment.

4.13. Term Abroad Program. These programs broaden AFROTC cadet experience and help support Air Staff efforts to support an expeditionary Air Force. Scholarship cadets may participate in a term abroad program if approved by detachment commander.

4.13.1. Cadet must make-up AS class and meet all LLAB requirements. This is usually done by dual enrollment.

4.13.2. Coursework must fulfill contracted degree requirements.

4.13.3. Participation must not alter the projected DOC.

4.13.4. Scholarship costs will be capped at those costs the cadet would have had at the host institution. The student is responsible for any other costs. The student shall complete a statement of understanding in the format outlined in Figure 4.2. Counsel cadet via AFROTC IMT 16 that he or she must maintain retention standards, e.g., fitness, weight, civil involvement, drugs, etc.

4.13.5. There is no Air Force allowance for travel, room, board, or any other costs incurred by the term abroad program.

4.13.6. The period of study may not exceed one academic term, unless approved by HQ AFROTC/RRFP.

4.13.7. The host AFROTC detachment is responsible for all administrative actions associated with the student's participation.

4.13.8. The host AFROTC detachment is responsible for establishing and conducting education and training programs to ensure the student completes all academic and military requirements before commissioning (reference AFROTCI 36-2011).

4.13.9. Cadets are not authorized term abroad in final term unless authorized by HQ AFROTC/RRFP.

4.13.10. Detachments will counsel the cadet monthly, either in writing or by telephone while school is in session. The detachment commander will determine what is sufficient. EXCEPTION: Cadets in overseas study programs must maintain phone/email contact with the detachment for duration of overseas study.

★**4.14. Academic Major Changes.** This section applies only to scholarship cadets and selectees.

4.14.1. Scholarship selectees fall into four main categories when they wish to request an academic major change. Ensure you follow the correct procedures based on the appropriate category.

4.14.1.1. Category 1: CSP Scholarship Selectee, Prior to Start of Classes. The cadet must formally request a change via letter to HQ AFROTC/RRUC. They must present a formal approval response from HQ AFROTC/RRUC to their detachment prior to activating their scholarship and signing a contract (AF IMT 1056).

4.14.1.2. Category 2: CSP Scholarship Selectee, After Start of Classes but Prior to Scholarship Activation. The cadet must follow the same guidelines as Category 4 cadets.

4.14.1.3. Category 3: ICSP Scholarship Selectee, Prior to EA and Scholarship Activation. Cadets must notify their detachment staff and complete all pertinent documentation (i.e., AFROTC IMT 48). No formal approval is required; however, any changes in DOC/DOG may impact the cadet's AFROTC status. In addition, the length of the ICSP scholarship offer will not change even if the DOC/DOG changes. The detachment staff should consider potential impacts and appropriately counsel cadets in this category wishing to change their academic major.

4.14.1.4. Category 4: Scholarship Cadets on Contract or With an EA. If an ICSP scholarship selectee has not yet activated their scholarship, but they have received an EA, or if a scholarship cadet (regardless of scholarship source) has activated their scholarship and they are now on contract, they will follow the guidelines in this category. Detachment commanders will adhere to the following guidelines when considering academic major changes within this category:

4.14.1.4.1. A cadet's request to change majors from a SAF-approved 5-year major to a non-SAF-approved 5-year major must be approved by HQ AFROTC/RRFP. If approved, counsel the cadet via AFROTC IMT 16 that scholarship funding will end upon entering completed/extended status.

4.14.1.4.2. Ensure the cadet completes an AFROTC IMT 48 in the new major prior to detachment commander approval of the major change or submission of the request to HQ AFROTC/RRFP.

4.14.1.4.3. Detachment commanders can approve major changes from non-technical to non-technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC IMT 22 IAW AFROTCI 36-2011, and receive written approval from HQ AFROTC/RRFP.

4.14.1.4.4. Detachment commanders can approve major changes from non-technical to technical within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC IMT 22 IAW AFROTCI 36-2011, and receive approval from HQ AFROTC/RRFP.

4.14.1.4.5. Detachment commanders can approve major changes from technical to technical (**4 yr CSP only prior to start of AS200 year**) within the programmed fiscal year. If the request will move the projected DOC/DOG into a different fiscal year, the commander must submit an AFROTC IMT 22 IAW AFROTCI 36-2011, and receive approval from HQ AFROTC/RRFP.

4.14.1.4.6. Any major change not within the detachment commander's approval authority requires approval from HQ AFROTC/RRFP prior to the cadet changing majors. Submit an AFROTC IMT 22 with reasons for the request. Annotate in the request whether or not the request, if approved, will also move the projected DOC/DOG into a different fiscal year. Include AFROTC IMT 48 with the request.

4.14.1.4.7. Upon approval of a major change request, verify that WINGS has been

updated. If not, forward the change via a trouble ticket through WINGS.

4.14.2. Scholarship cadets must graduate in the academic major stated on their AF IMT 1056. Either the detachment commander or HQ AFROTC/RRFP must approve all major changes prior to the cadet changing majors. If the detachment determines the cadet has, or may have, already changed majors prior to approval, the detachment will immediately temporarily inactivate the scholarship.

4.14.3. For purposes of scholarship administration, technical majors are defined as those listed in Table 4.2 under the column headings “technical” and “engineering.” These majors must be Air Force approved at the institution to be considered technical in the AFROTC scholarship program. Degrees not listed in Table 4.2 or those that are not Air Force approved are considered non-technical.

4.14.4. “Technology” majors may be less rigorous than “Engineering” majors and do not qualify as technical majors unless certified by Air Force Institute of Technology (AFIT).

4.15. Accreditation of Technical, Foreign Area Studies, and Health Profession Academic Majors. All technical, foreign area studies and health profession academic majors must be approved by the Air Force before a cadet can activate a scholarship in that major at the institution. AFROTC uses several different organizations as its accrediting agency, depending on the particular major. All technical, foreign area studies and health profession degrees must be evaluated and approved by the AFIT to be considered acceptable majors in the AFROTC scholarship program. Once approved by AFIT, the major is approved for a period of 5 years. For new majors, or for those nearing the 5-year expiration, submit the request by letter signed by the detachment commander and attach the institution catalog for the schools program being evaluated to AFIT/RRE, 2950 Hobson Way, Wright-Patterson AFB OH 45433-7765. AFIT/RRE will return the completed evaluation directly to the detachment and provide an information copy to HQ AFROTC/RRUE. Detachment will retain the completed evaluation received from AFIT. AFIT/RRE can be contacted at commercial (937) 255-6234, DSN 785-6234, or 1-(800) 211-5097 (extension 3133).

4.15.1. Anytime a new academic major is approved or expires at a given institution, detachments must contact HQ AFROTC/RRUC to keep the AFIT majors list current for scholarship selectees selected via the CSP.

4.15.2. The following majors do not have to be submitted to AFIT for evaluation unless otherwise noted:

4.15.2.1. Engineering majors that are accredited by the Engineering Accreditation Commission (EAC), which is a commission that acts under the Accreditation Board for Engineering and Technology (ABET). Reference www.abet.org to validate the status of the program at a specific school.

4.15.2.1.1. Detachments must be careful in reviewing engineering majors under this provision; in particular, note that academic majors approved by the ABET Technology Commission are not technical degrees for AFROTC scholarship purposes. When submitting students for scholarship consideration, or in discussion

with any high school applicant, ensure detachment personnel have a clear understanding of which engineering majors are ABET-accredited by the EAC.

4.15.2.1.2. Many ABET-accredited engineering programs offer options or concentrations under an ABET-accredited "umbrella" program. In many cases, these options are not ABET-accredited (e.g., an ABET-accredited General Engineering degree that offers three non-certified options in electrical, mechanical, and computer engineering, respectively). "Options" or "emphasis areas" under a broader titled degree that is ABET-accredited will be approved by AFIT if the option requirements are pre-existing and formalized, either in the university catalog (preferably) or readily available from the department. In general, AFIT will not approve options that consist of ad hoc arrangements of additional courses not formalized in the catalog or readily available from the department.

4.15.2.1.3. Detachments will submit requests for approval of options or emphasis areas under an ABET-accredited umbrella program directly to AFIT/RRE.

4.15.2.2. Computer science (0CYY) majors approved by the Computer Science Accreditation Board (CSAB).

4.15.2.3. Nursing (7EAI) majors accredited by the National League of Nursing (NLN) or the Commission on Collegiate Nursing Education (CCNE).

4.15.2.4. Pharmacy (7ABV) majors accredited by the American Council on Pharmaceutical Education (ACPE).

4.15.2.5. Physical Therapy (7ABO) majors accredited by the Commission on Accreditation in Physical Therapy Education.

4.15.2.6. Occupational Therapy (7ABK) majors accredited by the Accreditation Council for Occupational Therapy (ACOTE).

4.15.2.7. Architecture (2CAY) majors accredited by the National Architectural Accrediting Board (NAAB).

4.15.3. Detachments associated with schools that have majors accredited by the appropriate agency will maintain documentation (course catalog, departmental letter, etc.) identifying the accreditation and review it at least every 5 years. Annotate this review via a memo for record and maintain it in the files until the next review.

4.16. Additional Terms of Entitlements. The purpose of additional entitlements is to fund cadets in the 5th year of an undergraduate academic major provided the SecAF has approved the major for 5th-year funding. Additional term funding is authorized only after completion of the last AS class and only for 5-year SAF approved majors. Part I of the AFROTC IMT 88, must be initiated the day of but prior to enlistment (except as indicated in note below) only for 4-year CSP selectees in a bona fide SAF-approved 5-year undergraduate major requiring more than 4 years to complete. Completing Part I of the AFROTC IMT 88 does not automatically qualify a cadet for additional terms of entitlements. A cadet cannot receive scholarship entitlements after

completion of AS class unless specific authority for additional terms is granted by HQ AFROTC/RRUE. See the AFROTC IMT 88 for information regarding the length of the active duty service commitment. **NOTE:** When a 4-year CSP cadet enlists as an OGY or other non-tech major and later changes major to a 5-year SAF approved major, initiate Part 1 of the AFROTC IMT 88 the day of, but prior to, completing the change page to the contract.

4.16.1. Extended scholarship entitlements are additional scholarship entitlements added on to a 4-year CSP scholarship. Extended entitlements are limited to 5 total years of entitlements (10 semesters or 15 quarters). Activation of extended scholarship entitlements incurs an additional Active Duty Service Commitment (ADSC) and requires the AFROTC IMT 88.

4.16.2. Adjusted scholarship entitlements are additional scholarship entitlements granted to cadets with scholarships of less than 4 years and do not incur an additional ADSC. Adjusted entitlements do not require the AFROTC IMT 88.

4.16.3. Eligibility for additional terms of entitlements requires the following of scholarship cadets:

4.16.3.1. Already be enrolled in a SAF-approved 5-year academic major listed in table 4.2.

4.16.3.2. Be certified by the detachment commander as requiring more than 4 years when the normal academic load is combined with AFROTC courses. A normal load is at least 12 semester/quarter hours per term (15 hours is recommended), or the institutional requirement for full-time student status.

4.16.3.3. Have a TGPA of at least 2.50 at time of award (typically during the spring semester of the AS400 year).

4.16.3.4. Not exceed the maximum age limits to receive scholarship funds.

4.16.3.5. Continue in full-time student status during the 5th year, except for the final term before graduation/commissioning.

4.16.4. The detachment commander must notify HQ AFROTC/RRUE via letter that they have awarded additional entitlements to a qualifying cadet. Eligible candidates must be submitted prior to the completion of their original scholarship award, usually during the spring term of the AS400 year.

4.16.4.1. Prepare a letter with the following information identified: cadet's name, SSN, EMPLID, length of scholarship, and the number of months (not terms) granted.

4.16.4.2. Cadets who extend past 4 years of entitlements (4-year CSP cadets only) must complete AFROTC IMT 88, Part II, Cadet Acceptance, no earlier than 10 days prior to the cadet entering the first day of classes of the 5th academic year. Complete Part III, Termination of Extended Scholarship Entitlements, when entitlements are terminated and forward it along with the commissioning documents.

4.16.4.3. If entitlements are used for summer session, then counsel cadet via AFROTC IMT 16 that he or she may lose future terms of entitlement if approved by HQ AFROTC/RRFP.

★Table 4.1. Secretary of the Air Force (SAF)-Approved 5-Year Majors

TECHNICAL	ENGINEERING		NON-TECHNICAL
Architecture	Aeronautical	Engineering Science	Business Administration **
Computer Science	Aerospace	Environmental	Economics **
Mathematics	Architectural	General	Foreign Area Studies **
Meteorology (Atmospheric Science)	Astronautical	Industrial	Foreign Language **
Physics	Chemical	Mechanical	Management **
Chemistry	Civil	Metallurgical	Pharmacy
	Computer	Nuclear	Nursing
	Electrical	Systems	

NOTE: Academic majors **not** listed **do not** qualify for additional terms of entitlements.

** To qualify for additional terms of entitlements, cadets in these majors must have also completed the following courses: **Calculus I & II (or a math minor), Statistics I, and Operations Research/Management Science.** The Calculus and Statistics courses must come from the school's Mathematics (or equivalent) Department (not Business, Social Sciences, etc.). These courses are required by SAF and are non-waiverable.

NOTE: Degrees must be AFIT approved Bachelor of Science Degrees
(Example: Switching from a B.S. in Mathematics to a B.A. in Mathematics will lead to a loss of scholarship)

4.17. Graduate Degrees. It is possible that students may participate in the AFROTC program while pursuing an advanced degree (masters, doctorate, etc.).

4.17.1. Cadets wishing to apply scholarship funds towards both an undergraduate and a graduate degree must first receive HQ AFROTC/RRFP approval, via an AFROTC IMT 22 package. Without this prior approval, scholarship funds must terminate once the original undergraduate degree is completed. Even if approved, HQ AFROTC/RRFP may determine that the cadet's DOC will be the date the student completes commissioning requirements, regardless of the projected DOG for the graduate degree (i.e., there is no requirement that the cadet complete the graduate-level coursework before commissioning).

4.17.2. Cadets wishing to apply scholarship funds towards only a graduate degree (and their undergraduate degree was completed with no financial assistance from AFROTC) may apply for any scholarship program open to their appropriate AS year and or DOC/DOG. Eligibility will be based on their graduate degree program, not their undergraduate degree.

Figure 4.1. National Student Exchange (NSE) Program Statement of Understanding Format**NATIONAL STUDENT EXCHANGE (NSE) PROGRAM****STATEMENT OF UNDERSTANDING**

I, (John Doe), acknowledge that any costs associated with the National Student Exchange, including tuition and fees, which are over and above those I would have incurred at (Losing Institution), become my personal responsibility.

(Signature)

(Date)

(Signature of Unit Representative)
(Include Rank and Service)

Figure 4.2. Term Abroad Program Statement of Understanding Format**TERM ABROAD PROGRAM****STATEMENT OF UNDERSTANDING**

I, (John Doe), acknowledge that any costs associated with the Term Abroad Program, including tuition and fees, travel, room, board or any other costs incurred by the term abroad program which are over and above those I would normally incur at (Institution Enrolled), are my personal responsibility.

(Signature)

(Date)

(Signature of Unit Representative)
(Include Rank and Service)

★ **Figure 4.3. College Scholarship Program—Freshman Review Statement of Understanding Format**

(Page 1)

**COLLEGE SCHOLARSHIP PROGRAM
FRESHMAN REVIEW STATEMENT OF UNDERSTANDING**

FOUR-YEAR SCHOLARSHIP SELECTEES (4YR CSP). I understand I must be enrolled as a full-time student each term, be enrolled and participating in AFROTC courses and Leadership Laboratory each term. **I understand I must achieve a TGPA of 2.5 or higher during all terms while I am contracted.** If I do not, my scholarship eligibility may be impacted. If I am disenrolled from AFROTC as an AS100 cadet, I will not be subject to recoupment of scholarship funding or call to active duty. I have been counseled by an AFROTC representative on the scholarship activation and retention standards prescribed in AFROTC instructions and I understand the activation and retention standards. Even if I achieve GPA standards and my detachment commander does not feel my performance warrants scholarship retention, I understand my scholarship can be terminated immediately. I may, at the discretion of my detachment commander, continue in AFROTC on a non-scholarship basis.

THREE-YEAR SELECTEES (3YR CSP). I understand that I must be enrolled as a full-time student through the entire freshman year at the school where I will activate my scholarship and be enrolled in and attending AFROTC classes and Leadership Laboratory each term and have a **CGPA of 2.5 or higher by the end of spring term of my freshman year to activate my scholarship in the fall of my sophomore year. I understand I must achieve a TGPA of 2.5 or higher during all terms while I am contracted.** I have been counseled by an AFROTC representative on the scholarship activation, fitness and retention standards prescribed in AFROTC instructions. I understand the activation, and retention standards and that I must pass the PFA during the spring term of my freshman year. If I fail to meet any of these standards, my scholarship offer will be withdrawn. Even if I achieve these standards and my detachment commander does not feel my performance warrants scholarship retention, I understand my scholarship offer can be withdrawn immediately.

ALL CSP SELECTEES. I understand that I must complete a minimum of 12 semester hours or 18 quarter-hours of technical courses prior to my 4th year. I understand that credit hours in the following courses are acceptable: College Algebra, Calculus, Differential Equations, Analytical Geometry, Statistics, Astronomy, Cartography, Physics, Meteorology, Computer Science, Information Systems Management, or any Engineering and Science courses. I understand that if I fail to complete this requirement by the end of my 3rd year, I may lose my scholarship and be disenrolled from the program. In such situations, I understand that I may be required to repay the scholarship funds or be called to serve on active duty for a period of 2 years.

(signature)
Signature Date

(signature)
Parent/Guardian Date
(For Applicants Under Age to Contract)

(signature)
GEORGE DOE, Lt Col

(Page 2)
**TECHNICAL REQUIREMENTS FOR HIGH SCHOOL (CSP)
 NON-TECH SCHOLARSHIP WINNERS**

By direction of the Secretary of the Air Force, I understand that as a high school non-technical scholarship recipient I am required to take and pass a minimum of 12 semester or 18 quarter hours of technical course work. I also understand that failure to accomplish this requirement by the end of the AS300 year could result in loss of my scholarship and or disenrollment from the AFROTC program. If disenrolled, I may have to repay my scholarship or be called to serve on active duty in my enlisted grade for a period of two years. In order to fulfill this requirement, I plan on taking the following courses:

Course #	Course Title	Hours	Term Scheduled	Term Completed	Cadet Initials	Cadre Initials
MA 101	College Algebra I	3	Fall 05			
MA 102	College Algebra II	3	Spring 06			
SC 101	Science for Today	3	Fall 06			
IM 101	Information Systems in the Business World	3	Fall 07			
Total:		12	(12 Semester or 18 Quarter Hours)			

Acceptable courses are: College Algebra, Calculus, Differential Equations, Analytical Geometry, Statistics, Astronomy, Cartography, Physics, Meteorology, Computer Science, Information Systems Management, or any Engineering or Science courses.

 Cadet Signature Date

 Cadre Signature Date

 JOHN DOE

 GEORGE DOE, Lt Col

FOR CADRE USE ONLY -- TO BE COMPLETED AT THE END OF THE AS300 YEAR

I have reviewed the completed course work for Cadet John Doe and verify that he has completed a minimum of 12 semester hours or 18 quarter hours of technical course work.

 AS Instructor Signature

 Date

Chapter 5

ENTITLEMENTS, FUNDING, AND REPORTING

5.1. General Information. This chapter provides guidance to AFROTC detachments in the administration of scholarship entitlements, funding, and reporting procedures.

5.2. Scholarship Entitlements. Scholarship entitlements are limited to the number of terms prescribed in the scholarship authority source document or the number of terms required to complete AS academic requirements, whichever occurs first, unless additional terms are awarded. The number of terms authorized is limited to a maximum of 4 academic years (8 semesters or 12 quarters) for 4-year program members, 3 academic years (6 semesters or 9 quarters) for 3-year program members or 2 academic years (4 semesters or 6 quarters) for 2-year program members. Any half-year scholarship offers equate to only one additional term (1 semester or 1 quarter).

5.2.1. Scholarship entitlements end upon completion of AS course requirements, unless additional terms are authorized by HQ AFROTC/RRUE.

5.2.2. When additional terms of entitlements are authorized, the number of terms of scholarship entitlements authorized may not exceed 1 academic year after the completion of AS classes.

5.3. Funding for Summer School and Mini-Sessions. Funding for these courses is not programmed in the student's authorized terms of entitlements. All cadets should be counseled on the ramifications of attending these courses (reference Chapter 4). Summer funding (if approved by HQ AFROTC/RRFP) equals a term of entitlement. When added with funding already expended on the cadet during the current fiscal year, summer funding cannot exceed the cap for the cadet's scholarship type, unless specifically approved by HQ AFROTC/RRFP. The detachment may request funding by forwarding an AFROTC IMT 22 to HQ AFROTC/RRFP and may only be at the school the student attends. Identify the following information in the request:

5.3.1. Whether attendance is mandatory for all students in that major or school.

5.3.2. If courses are offered during regular terms, request must include reason for summer or mini-session attendance.

5.3.3. The scholarship type, the amount AFROTC spent on tuition and fees for the current academic year and the cost for requested summer entitlements. Label the amounts clearly by term.

5.4. Authorized Tuition and Fee Entitlements. These are limited to tuition and fees associated with required and elective courses. A required course is a prerequisite for further advancement in the cadet's contracted major. An elective course is one required to meet graduation requirements, but where the cadet has latitude in actual course selection. For a required course, AFROTC will also pay mandatory institutional fees that are incurred by all students. AFROTC will only pay fees for an elective course when it is clearly academic in origin.

The detachment commander determines if the course directly contributes to officer development and it is in the best interest of the Air Force and signs the commander statement (reference Figure 5.3) to indicate these conditions have been met. Reimbursement is authorized for tuition and the following fees:

5.4.1. Registration and matriculation fees.

5.4.2. Laboratory fees and non-refundable deposits.

5.4.3. Cost of special fees and computer time. **NOTE:** Reimbursement of computer time not authorized if it is related to student research.

5.4.4. The cost of a College Level Examination Program (CLEP) test that replaces a required course if the test is passed and accepted for credit toward degree requirements by the institution. Student must be on scholarship at the time of the test.

5.4.5. Costs of a course taken to meet AFROTC requirements.

5.4.6. Costs of course overloads are authorized, but are limited to:

5.4.6.1. Those required for reasonable progress toward degree completion.

5.4.6.2. Those which result from prerequisite requirements.

5.4.6.3. Those required as a result of changes in curriculum made by the institution.

5.4.6.4. Institutional transfers for the purpose of initial scholarship activation.

5.4.6.5. Scholarship continuation resulting from detachment inactivation.

5.4.6.6. Courses missed due to an injury or illness. Institutional authorities and the detachment commander must approve the absence.

5.4.7. Fees for health, student activity, athletic, library, student union, student publication costs, and similar fees required of all students enrolled in the institution.

5.4.7.1. Payment of university health fees is authorized if it is mandatory for all students whether or not they have alternative insurance. If the university provides an option to either pay a university health fee or maintain their own private insurance, then payment of such fees are authorized if the cadet chooses the university's plan.

5.4.8. Graduation, diploma, and cap and gown fees. **NOTE:** Fees must be billed through the university.

5.4.9. Cost of transportation required of all students.

5.4.10. Costs for up to 3 distance learning/correspondence courses per academic year. A distance learning course (non-traditional academic class that includes a method of direct interaction among students and instructor) must be accepted and or offered by the cadet's

host institution and begin/end within the academic term.

5.4.11. Authorized classes for which AFROTC has not paid previously.

★**5.5. CTAS.** CTAS provides up to \$2,000 in tuition, textbooks, and or fees for qualified cadets who perform duties as a CTA during field training. Like scholarships, the CTAS falls under the same public law constraints - e.g., age limits, only for tuition, textbooks and fees, etc. (reference Chapter 3).

5.6. Textbook Reimbursement Entitlement for Scholarship Program. Cadets on scholarship/incentive will receive an annual flat rate for textbooks. HQ AFROTC/RR will determine the flat-rate textbook amounts each academic year and any changes in rates will be forwarded to the units by separate letter. **NOTE:** The annual flat rate amount for textbooks will be paid each term. Cadets attending semester schools will receive one-half of the annual amounts each term. Cadets attending quarter schools will receive one-third of the annual amount each term. Flat rate textbook reimbursements will not be made for summer terms.

5.7. Procedures for Textbook Reimbursement:

5.7.1. Computerized Transmission of Textbook Reimbursement. Textbook reimbursement is accomplished by computerized pay transmission to the DFAS Cadet Pay System. Refer to the Cadet Pay Guidebook for detailed instructions on how to transmit textbook reimbursement data.

5.7.2. Beginning of Academic Year Entitlement (First Term). At the beginning of each academic year, textbook payments can only be submitted after the 45th day of the school academic year start date. The cadet does not have to be in the College Scholarship Program (CSP) status for 45 continuous days to be authorized textbook payment. If a cadet drops out of the program within 45 days of the school academic year start date, a textbook payment is not authorized.

5.7.3. During Academic Year Entitlement (Second Semester, Second Quarter, or Third Quarter). Textbook payments may be submitted anytime after the first day of classes. A 45-day waiting period is not required.

5.7.4. Graduating and Disenrolled Members. Submit textbook payments not later than the graduation date or disenrollment date. All textbook costs of the member which are validated by the unit prior to these dates are reimbursable to the member.

5.7.5. Textbook Ownership. Textbooks purchased by or for the CSP member become the member's personal property and may not be recovered by the Air Force for future sale or reissue.

5.8. Tuition and Fees Not Authorized. Detachments must advise scholarship applicants or cadets that reimbursement is not authorized to defray costs of the following programs or services listed:

5.8.1. Payment for any type of flying course where a cadet "gets into the air" or has

additional fees associated with actual flying activities such as aircraft rental or instructor time. Cadets may take these courses if they meet degree requirements, but they will pay the extraordinary fees (i.e. all costs associated with flying training must be paid by the student). If these costs are combined with tuition and fees, they must be itemized and the cadet becomes responsible for their payment.

5.8.2. Special expenses associated with field trips.

5.8.3. Expenses for optional projects, personal equipment (including personal computers), and supplies.

5.8.4. Special fees for social activities.

5.8.5. Yearbooks.

5.8.6. Gym lockers and laundry fees.

5.8.7. Courses not required by the catalog as a degree requirement. Detachments ensure that cadet academic plans accurately reflect required courses for degree completion. Courses that do not count as a requirement or elective that counts toward overall degree completion, in the contracted major are not authorized for payment by the AFROTC.

5.8.8. Equipment, equipment rental, and material costs, and those scholarship restrictions identified in the reenlistment briefing (reference AFROTCI 36-2011).

5.8.9. Secretarial and legal training which the Defense Appropriations Act restricts.

5.8.10. Costs of course overloads resulting from:

5.8.10.1. Courses not required for a degree.

5.8.10.2. Failures, incompletes, withdrawals, add/drop, etc.

5.8.10.3. Changes in academic major.

5.8.10.4. Transfers made at the discretion of the individual.

5.8.11. Penalties or fines for late registration or makeup examinations.

5.8.12. Additional costs associated with term abroad studies or similar programs.

5.8.13. Payment of suspended or inactivated terms.

5.8.14. Cost of repeat or remedial courses previously attempted as a scholarship cadet.

5.8.14.1. Retaken courses count toward full-time status, but may NOT be funded.

5.8.14.2. If the institution bills by the course or course detachment, the scholarship cadet pays for all remedial or .

5.8.14.3. If the institution has a fixed fee for full-time students, the cadet must take enough new classes to equal the minimum load required to attain full-time student status or must pay on a prorated basis for remedial or repeated classes. For example, if at least 12 hours is required to attain full-time student status at a fixed cost of \$10,000 per term, the Air Force will pay the full cost for the cadet who takes 12 hours of new courses and 3 hours of remedial or repeat classes for a total of 15 hours. On the other hand, a cadet who takes 9 hours of new classes and 6 hours of remedial or repeated classes will receive only 9/12 of the \$10,000 fee. For capped scholarships, figure 9/12 of TOTAL tuition for the term. If the result is more than the capped amount, pay the capped amount. If the result is less than the capped amount, pay the lesser amount. The cadet must pay the difference.

5.8.15. Costs of parking fees.

5.8.16. Additional academic expenses not authorized as scholarship entitlements and identified in the pre-enlistment briefing (reference AFROTCI 36-2011).

5.8.17. Costs incurred obtaining a professional license to include certification or exam fees.

5.8.18. Cost of immunizations and malpractice insurance, even though required of students.

5.8.19. Additional fees associated with a recreational - type elective course (i.e. equipment rental fee for a scuba course, equipment rental fees/lift tickets for a skiing course), even if the institution directly bills them.

NOTE: When a refund is due to the government from either a student or the university, the check or money order should be made out to Defense Finance and Accounting Service (DFAS) and forwarded along with a letter of explanation, to include the student's name, SSN, term, and fiscal year from the detachment to HQ AFOATS/SDF, ATTN: Scholarship Clerk, 551 E. Maxwell Blvd, Maxwell AFB AL 36112-6106.

5.9. Payment or Termination of Scholarship Entitlements. Provide institutions a list of cadets who are expected to receive scholarship payments and notify them of any scholarship suspension, termination or temporary inactivation to include the effective date. Each notification must include the Educational Service Agreement (ESA) number.

5.9.1. Ensure WINGS reflects the cadet's correct scholarship status. When institutions receive notification, they are authorized to either claim reimbursement (as prescribed in the ESA) or terminate the university's incentives associated with a cadet's scholarship status. Review procedures in Chapter 4 regarding temporary inactivation, suspension and termination. If a prorated share of tuition is due as of a termination date, ensure the institution is advised the cadet is responsible for any excess tuition.

5.9.2. Ensure the invoice submitted by the institution is reduced to the prorated amount. Tuition and fee payments may not be authorized for the fall term if the scholarship or incentive is temporarily inactivated, suspended or terminated prior to the close of business on the 45th day from the school start date. Temporarily inactivated scholarships or incentives reactivated before the end of the term will be paid.

5.9.3. Ensure cadet is counseled via AFROTC IMT 16 on his/her scholarship status.

5.10. Non-Duplication of Financial Aid Programs. Most federal assistance programs have a duplication clause that prohibits receipt of educational benefits from more than one source. A scholarship selectee receiving such benefits should check with the agency concerned to determine whether the duplication clause applies. Students may receive scholarship entitlements and Veterans Administration benefits. Scholarship recipients should inform their financial aid offices that they are on AFROTC scholarships. If tuition, fees, or any part thereof are paid for by any source, e.g., a state scholarship that will pay tuition, AFROTC will not duplicate payment. Counsel cadets via AFROTC IMT 16 that additional scholarship entitlements will be applied to tuition prior to payment of AFROTC portion of tuition.

5.11. 45-Day Rule. The 45-day requirement applies only to the fall term. All scholarship tuition and fees must be billed against the current fiscal year as of the 45th calendar day of institutional classes. Scholarship cadets must be enrolled in AFROTC and in an active scholarship status NLT the last day of the term at the institution of attendance in order for the AFROTC to pay tuition and fees. The 45-day rule applies to each institution a cadet attends if the institution charges for the course or courses. Scholarships that have not been activated by the last day of the term will be withdrawn, unless a prior waiver is obtained from HQ AFROTC/RRFP.

5.12. Tuition Entries into the Web-Intensive New Gains System (WINGS). The office of primary responsibility (OPR) for this paragraph is HQ AFOATS/SDFA.

5.12.1. Detachments must enter estimated costs for tuition, fees, and laboratory expenses (ascertained from the institutional Bursar or Comptroller) for each academic term of the current academic year into WINGS. Report all active, temporarily inactivated, and awarded scholarship cadets. Tuition estimates must be entered for all terms for cadets anticipated to activate during current academic year. Data entered is used to verify membership, estimate budget requirements, and monitor scholarship costs.

5.12.2. Enter estimates for each term of the current AY by 1 September. Do not include cadets in an extended status unless a specific scholarship authority source document authorizing additional terms of entitlements is in their UPRG (reference Chapter 4).

5.12.3. For new scholarship appointments, enter estimates for each term of the current AY within 5 workdays of the activation.

5.12.4. Any changes to the original estimate must be made within 5 workdays of the change. Examples of changes are:

5.12.4.1. Approved additional terms of scholarship entitlements not previously reported.

5.12.4.2. Deleted term due to suspension, non-attendance, transfer, or scholarship termination.

5.12.4.3. If you have an estimate in the system for a cadet who will not be paid for a term (e.g. temporarily inactivated cadets who have not been reinstated by the time the term has ended) access the CSP Tuition Estimates Update screen in WINGS and check the "Billed

in Full” box.

5.12.5. Print a report from WINGS of cadets with estimates.

5.12.5.1. Recheck report of cadets with estimates to ensure all expected scholarship cadets are listed on the report and the estimates are reasonable.

5.12.6. Include graduation fees as part of the applicable term of entitlements up to the scholarship dollar limit. An individual graduating after completion of scholarship entitlements is still authorized graduation fees.

5.13. Processing Scholarship Invoices for Reimbursement.

5.13.1. The detachment commander is responsible for establishing procedures for verifying and approving institutional invoices for scholarship reimbursement before submitting them to HQ AFOATS/SDF for payment. No cadet can be submitted for payment until they are in an active status. The detachment commander is responsible for contacting the appropriate institution officials when invoices are not received for processing within 60 days after the beginning of the first term of the academic year or 30 days after the beginning of subsequent terms. Detachments must maintain memos for record of attempts to obtain invoices from institutions.

5.13.2. HQ AFOATS/SDFA will date stamp, suspense, assign Bill ID, and send the invoice to the detachment if the invoice is received by HQ AFOATS/SDFA first.

5.13.2.1. If the detachment receives the institutional invoices first, verify each invoice, date stamp and annotate on invoice “Detachment XXX received on XXXX.”

5.13.2.2. Ensure students listed are contracted and in an active scholarship status.

5.13.2.3. Ensure each academic term total tuition and fees for a cadet under a capped scholarship do not exceed the maximum cost threshold established for the academic term being billed. The approved maximum term cost thresholds are:

Table 5.1. Scholarship Types/Caps

Scholarship Type	Semester	Quarter or Trimester
Type 1	Uncapped	Uncapped
Type 2	\$7,500	\$5,000
Type 3	\$4,500	\$3,000
Type 6 (former POI)	\$1,500	\$1,000
Type 7	At institution in-state rate	At institution in-state rate
Type 8	80% of current tuition and fees	80% of current tuition and fees
CTAS	\$1,000	\$666

5.13.2.4. Ensure no portion of the invoice has been previously submitted for payment.

5.13.2.5. Ensure charges do not include unauthorized expenses, e.g., repeat courses,

flight operations, personal equipment or services. (Some fees may not be authorized for payment even if the fees are charged to all students taking the same course.)

5.13.2.6. Check to ensure invoice prices agree with rates contained in applicable university publications or correspondence. Verify each line item to ensure proper pricing. Before authorizing payment for out-of-state tuition, verify the student does not qualify for in-state tuition. For all Type 8 students, place the formula on the invoice (reference Figure 5.1) showing the full tuition and fees multiplied by 80 percent equaling the amount that is to be billed to AFROTC. This must be accomplished for each student. All invoices must be on "Letterhead" from the university that is billing for the tuition and fees. If a cross-town does not have an ESA, the billing institution is the host school. If changes are necessary, contact the institution for a new invoice with a current date.

5.13.2.7. Ensure the invoice is from the institution where payment is to be mailed. The invoice cannot be from one school with payment to another. Invoices from cross-town schools without an ESA must be forwarded to the host institution and the host institution will bill for expenses.

5.13.2.8. Ensure all cadets listed on the invoice are in WINGS. Do not include payment for cadets whose scholarships are temporarily inactivated or suspended in WINGS. **NOTE:** If, as of the Pecuniary Liability Date (the date the government is liable for the tuition bill), the cadet scholarship is in an active status, tuition must be paid.

5.13.2.9. Ensure a staff member reviews all invoices for scholarship cadets and compares the curriculum or number of credit hours specified on the invoice with the cadet's AFROTC IMT 48. In cases where curriculum and credit hour information is not provided, control scholarship entitlements by maintaining an updated academic plan and conducting personal interviews with the cadet. Use this management control to ensure:

5.13.2.9.1. The cadet is maintaining full-time student status.

5.13.2.9.2. The cadet is following the academic plan.

5.13.2.9.3. Payments are not made for unauthorized courses.

5.13.2.9.4. The cadet's in-state or out-of-state tuition rate is accurate and out-of-state tuition rates are not paid for any student entitled to in-state tuition rates.

5.13.2.10. Ensure the correct educational services agreement number appears on ALL invoices.

5.13.2.11. The invoice is certified for payment by the detachment commander signing the Commander's Statement (Do not change the wording of the statement in Figure 5.3), as required by DFAS DE 7010.2-R, Commercial Transactions at Base Level. Invoices received by HQ AFOATS/SDF without this statement will be returned to the detachment. HQ AFOATS/SDF prefers this statement to be on a separate sheet of paper with references to the invoice/invoices being paid.

- 5.13.2.11.1. Detachments have 5 calendar days to process an invoice; HQ AFOATS/SDFA has 5 calendar days to process an invoice; Maxwell Accounting Liaison Office (ALO) has 4 calendar days to process an invoice, and DFAS has 14 calendar days to make payment.
- 5.13.2.11.2. When putting date received in the Commander's Statements, calculate from the current date to figure when the payment can be made. If the expected pay date is during the term, the received date is the date HQ AFOATS/SDFA or the detachment received the invoice first. The accepted date may be the same date as the received date or may be a later date, but no more than 5 days after the received date. (If detachment received invoice prior to HQ AFOATS/SDFA, then the received date would be the date the detachment received it.)
- 5.13.2.11.3. If the expected pay date is after the term will end, the received date must be the last day of the term. The accepted date may be the same date as the received date or may be no more than 5 days after the received date.
- 5.13.2.11.4. Ensure invoice number assigned by WINGS is listed on each page of the invoice as "Payee Number" (must read "Payee Number XXXXXXXXXX").
- 5.13.2.11.5. Ensure term start and stop dates are listed on each page of the invoice.
- 5.13.2.12. Charges on the invoice for each cadet are entered in WINGS by accessing the "Build Invoice" screen. The Build Invoice snapshot screen from WINGS must be sent with the invoice and SF 1034, **Public Voucher for Purchases and Services Other Than Personal**, for processing at HQ AFROTC.
- 5.13.3. HQ AFOATS/SDF A must have a breakdown of charges for each course and fee unless the institution charges by a flat rate (reference Figure 5.1) An example of an invoice was attached to the contract provided to the university. If your school is not following the guidance provided, have them adopt the invoice format.
- 5.13.3.1. Tuition payments will be made either by electronic funds transfer (EFT) or by government purchase card (GPC) held by HQ AFOATS/SDFA. Do not use a Detachment GPC to make tuition payments.
- 5.13.3.2. If payment is to be made by EFT, ensure the SF 1034 has the Central Contractor Registration (CCR) number (also known as a CAGE Code), and the Dun and Bradstreet Universal Numbering System (DUNS) number. **NOTE:** CCR information must be active and updated once a year by university by accessing www.ccr.gov.
- 5.13.4. Submit the invoice, the build invoice screen shot from WINGS, and the SF 1034 (reference Figure 5.2) to HQ AFOATS/SDFA. Payee's name and address must appear exactly as indicated on the invoice. The university name must be on the first line. **NOTE:** When making corrections on the SF 1034 or the school invoice, draw one line through the item to be corrected, make your change, and initial each change. **DO NOT** use correction fluid, correcting tape, etc, to make changes, as the voucher will be rejected by DFAS.

5.13.5. Distribute approved invoice, build invoice screen shot from WINGS, and SF 1034 as follows:

5.13.5.1. Send the SF 1034 by FAX or secure e-mail to HQ AFOATS/SDFA (Attn: Tuition Technician) along with the build invoice screen shot from WINGS by the suspense date. Remember, detachments have 5 calendar days from the date of receipt to process invoices and return to HQ AFOATS/SDFA. Weekends and holidays do count. Detachments should always have a backup to process tuition vouchers in the event the primary tuition NCO is on leave/TDY. **NOTE:** DO NOT send completed tuition packages directly to DFAS.

5.13.5.2. Ensure the invoice number on the build invoice screen from WINGS is the same as the invoice number entered in the Payee's Account Number block on the SF 1034. The invoice number is generated automatically when invoices are created in WINGS. Send a copy of the build invoice screen from WINGS to the school so they will be able to identify payment when the EFT is received.

5.13.6. Establish and maintain an accounting record file. Use files as a reference to verify the billing, or portion of it, has not previously been paid. The file must include voucher number, voucher date, invoices, and supporting documentation.

5.13.6.1. Allow 4 weeks after the invoice is sent to HQ AFOATS/SDFA, then check in WINGS to see if the invoice has been paid. Obtain the date paid and the voucher number from WINGS by accessing either the "Bill Log" or build invoice screen from WINGS (reference the Detachment WINGS Users Guide for detailed instructions). Transfer the date paid and voucher number to the file copy of the SF 1034.

5.13.6.2. Maintain accounting records for 1 full year after member's participation in AFROTC ends.

5.13.7. Detachment personnel should run a Billed in Full report at least once every 2 weeks starting the 60th day after classes start in the Fall term and 30 days after classes start for all other terms until every cadet is completely paid for all terms.

5.13.7.1. Contact institution to request invoice for any cadet listed on the Billed in Full report that should be paid.

5.13.7.2. Select the Billed in Full box in WINGS for those cadets not entitled to payment.

5.14. Tuition Payment by HQ Government Purchase Card. If tuition payment is made by GPC, HQ AFOATS/SDF will either fax or e-mail an authorization letter to the detachment. Detachment personnel will take the authorization letter and a copy of the corresponding Build Invoice screen shot from WINGS to the institution Bursar's office. The Build Invoice screen shot from WINGS identifies to the university each cadet and the amount being paid. The institution must process charges to the GPC within 15 days after receiving the authorization letter.

★ **5.15. Travel Authorization and Allowances.** All CSP scholarship cadets are authorized travel allowance for travel actually performed to activate a scholarship. If a student travels to the detachment with full intentions of activating the scholarship, regardless of whether the scholarship is eventually activated or not, the student is authorized the travel allowance. Reimbursement for such travel may not exceed the distance from selectee's permanent place of home, school, or duty station at the time of appointment to the institution of enrollment. Prepare a cadet travel order which includes the authority and citation for travel allowances. The student does not need to have the scholarship activated before filing the voucher.

5.15.1. Detachments must provide selectees residing outside the Continental United States (CONUS) with travel orders and instructions on how to use them before their travel date. These orders authorize the cadet to travel via government transportation on a space-required basis. The cadet may obtain a transportation request from any transportation officer. In the event government transportation is not available, he or she must obtain a statement to that effect from the transportation officer at the port of embarkation or from the United States air attaché in their country. If the travel is performed at the cadet expense using commercial air (economy class) or commercial ship (minimum first-class accommodation), they may claim reimbursement for the actual cost (travel must be on a United States carrier). Submit certification of non-availability of government transportation, together with receipts for actual costs of commercial travel, with claims for reimbursement. Selectees traveling to the CONUS by government or commercial carrier may elect to continue travel from the point of arrival in the CONUS to the institution by either commercial or private conveyance.

5.15.2. Detachments will assist claimants in filing DD Form 1351-2, **Travel Voucher or Sub voucher**, and ensure they understand the statement on the form before signing. The detachment commander or designated representative must sign the "Approving Officer Signature" block verifying the information and forward the voucher with three copies of the travel order to the defense finance office at the support base within 30 calendar days after travel is completed.

5.15.3. CSP scholarship recipients, whose scholarship appointments are later terminated, not including completion of entitlements, are authorized terminal travel allowance from the institution to their home of record. The cadet must disenroll from the institution and actually perform the travel to their home of record. No action is required if the departing cadet does not desire to claim terminal travel allow.

Figure 5.1. Example Invoice for the AFROTC Scholarship Program**INVOICE FOR AFROTC CADET SCHOLARSHIP PROGRAM**NAME OF INSTITUTION CONTRACT NO. F01600-XX-DXXXXFOR: Fall Semester AY 20XX/20XXADDRESS INCLUSIVE DATES: 26 Aug-22 Dec 20XX**OTHER**

NAME CR RESIDENT NON-RES LAB 7 MANDATORY

TOTAL CURRICULUM HRS TUITION TUITION COURSE FEES FEES

Smith, John R. Math 108 5 \$10,200 Chem 105L \$25.00 Application \$15.00

Chem 105 5 Student Activity \$10.00

Eng 101 3

ROTC 103 3 **TOTAL:** (\$10,250 x 80% =) 8,200

Wall, Sam B. Physics 330 4 \$15,000 Phys 330L \$25.00 Diploma Fee \$50.00

Poli Sci 302 3 Math 373L \$25.00 Student Activity \$10.00

Math 373 3

German 310 4 **TOTAL:** \$15,110**Figure 5.2. Sample SF 1034, Public Voucher for Purchases and Services Other Than Personal****001FA020****CAGE CODE #****DUNS#****Figure 5.3. Commander's Statement**

I certify services were received on _____ and accepted on _____ IAW the terms of the contract in the amount of \$_____. Services have been rendered in accordance with the contract. Prices have been verified per the contract and DFAS-DE 7010.2-R, paragraph 11-3b.

(Signature of Unit Commander)

Typed Name and Rank

AFROTC Det 999/Commander

Complete Detachment address

Detachment Commander's phone number

Chapter 6

Forms and IMTs

6.1. Adopted: SF Form 1034, **Public Voucher for Purchases and Services Other than Personal**, DD Form 4, **Enlistment/Reenlistment Document - Armed Forces of the United States**, DD Form 214, **Certificate of Release or Discharge from Active Duty**, DD Form 1351-2, **Travel Voucher or Sub voucher**, AF IMT 1056, **Air Force Reserve Officer Training Corps (AFROTC) Contract**, AF Form 4060, **USAFA Candidate Evaluation/AFROTC Scholarship Evaluation**, AFROTC IMT 4, **Affidavit Civil Involvement**, AFROTC IMT 14, **Law Enforcement Inquiry**, AFROTC IMT 16, **Officer Candidate Counseling Record**, AFROTC IMT 20, **Application for AFROTC Membership**, AFROTC IMT 22, **Cadet Personnel Action Request**, AFROTC IMT 35, **Certification of Involvements with Civil, Military, or School Authorities/Law Enforcement Officials**, AFROTC IMT 48, **Planned Academic Program**, AFROTC IMT 500, **Restrictions on Personal Conduct in the Armed Forces**.

6.2. Prescribed: AFROTC IMT 23, **Air Force ROTC Drug and Alcohol Abuse Certification**, AFROTC IMT 88, **Extended Terms of Scholarship Entitlements Acknowledgment and Certification**, AFROTC IMT 123, **Air Force ROTC Scholarship Statement of Intent**.

STEVEN E. WAYNE
Colonel, USAF
Commander, Air Force ROTC

★ Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Title 10, United States Code, Section 2107, *Financial Assistance Program for Specially Selected Members*

Title 38, U.S.C. 3011C 3B, *Montgomery GI Bill Eligibility*

AFI 36-2013, *Officer Training School (OTS) and Airman Commissioning Programs*

AFI 36-2604, *Service Dates and Dates of Rank*

AFI 33-332, *Privacy Act Program*

AFJI 36-2018, *Medical Examination of Applicants for United States Service Academies, Reserve Officer Training Corps (ROTC) Scholarship Programs, Including 2- and 3-Year College Scholarship Programs (CSP), and the Uniformed Services University of Health Sciences (USUHS)*

AFI 36-2249, *Evaluating USAF Academy (USAFA) Candidates and Air Force Reserve Officer Training Corps (AFROTC) College Scholarship Applicants*

AFOATSI 36-2005, *AFROTC Recruiting Program*

AFOATSI 36-2007, *The Air Force ROTC Weight and Fitness Programs*

AFROTCI 36-2011, *Administration of Senior Air Force ROTC Cadets*

AFROTCI 36-2013, *AFROTC Allocations Management*

AFOATSI 36-2014, *AFROTC Enrollment and Relations with Host/Non-host Instruction, Cross-town, and Consortium Institutions*

AFROTCI 36-2015, *AFROTC Contract Cadet Disenrollments*

AFOATSI 36-2018, *The Air Force ROTC Special Actions Program*

DFAS-DER 177-102, *Commercial Transactions at Base Level*

DFAS-DE 7010.2 R, *Commercial Transactions at Base Level*

USAFA/AFROTCI 36-2249, *Evaluating USAF Academy Candidates and AFROTC 4-year Scholarship Applicants*

Abbreviations and Acronyms

ABET Accreditation Board for Engineering and Technology

ACEP American Council on Pharmaceutical Education

ACOTE Accreditation Council for Occupational Therapy

ACT American College Test

ADSC Active Duty Service Commitment

AECF Airman Education and Commissioning Program

AETC Air Education and Training Command

AFIT Air Force Institute of Technology

AFOATS Air Force Officer Accession and Training Schools

AFOQT Air Force Officer Qualifying Test

AFROTC Air Force Reserve Officer Training Corps

AFJROTC Air Force Junior Reserve Officer Training Corps

ALO Admissions Liaison Officer or Accounting Liaison Office

APAS Assistant Professor of Aerospace Studies

ARMS Automated ROTC Mail System

AS Aerospace Studies

ASCP Airmen Scholarship and Commissioning Program

AY Academic Year

BMI Body Mass Index

BSC Biomedical Sciences Corps

CAAHEP Commission on Accreditation of Allied Health Education Programs

CCNE Commission on Collegiate Nursing Education

CGPA Cumulative Grade Point Average

CLEP College Level Examination Program

CLS Commander's Leadership Scholarship

CONUS Continental United States

CSAB Computer Science Accreditation Board

CSP College Scholarship Program

CTAS Cadet Training Assistant Supplement

CY Calendar Year

DFAS Defense Finance and Accounting Service

DIN Data Identification Number

DOB Date of Birth

DOC Date of Commissioning

DOD Department of Defense

DoDMERB Department of Defense Medical Examination Review Board

DOG Date of Graduation

EAC Engineering Accreditation Commission

EFT Electronic Funds Transfer

EHSI Enhanced Hispanic Serving Institution Scholarship Program

EHBCU Enhanced Historically Black College and University Scholarship Program

ESA Educational Services Agreement

EXSP Express Scholarship Program

FICE Federal Interagency on Committee for Education

FT Field Training

FY Fiscal Year

GMC General Military Course

GPA Grade Point Average

GPC Government Purchase Card

HBCU Historically Black Colleges and Universities

HSI Hispanic Serving Institution

ICLS In-College Commanders Leadership Scholarship

ICSP In-College Scholarship Program

IMT Information Management Tool

LLAB Leadership Laboratory

LOA Letter of Admission

LOC Letter of Certification

MAW Maximum Allowable Weight

MGIB Montgomery GI Bill

MSC Medical Services Corps

NA Not Applicable

NAAB National Architectural Accrediting Board

NET Not Earlier Than

NLN National League of Nursing

NLT Not Later Than

NP Not Pass

NSE National Student Exchange

NSP Nursing Scholarship Program

OPR Office of Primary Responsibility

OTPR Officer Trainee Production Requirements

OTS Officer Training School

OYCP One Year College Program

PAE Physical Aptitude Exam

PFA Physical Fitness Assessment

PNA Period of Non-Attendance

POC Professional Officer Course

POC-ERP Professional Officer Course - Early Release Program

PSB Primary Scholarship Board

PSP POC Selection Process

RDA Regional Director of Admissions

SAF Secretary of the Air Force

SAP Scholarship Actions Program

SAT1 Scholastic Aptitude Test 1: Reasoning Test

SOAR Scholarships for Outstanding Airmen to ROTC

SMR Student Management Roster

SSB Supplemental Scholarship Board

SSN Social Security Number

UCR Unit Commander Rating

UIR Unit Interview Roster

USC United States Code

USO Unit Scheduling Officer

WINGS Web Intensive New Gain System

Terms

Academic Term. A semester, trimester, quarter, or other comparable detachment of an academic year.

Academic Major. College or university degree sought by a student.

Academic Year (AY). Consists of two semesters, three quarters, or the equivalent combination of other academic terms.

Additional Terms of Entitlements. Umbrella term used to address both adjusted and extended entitlements for cadets in Secretary of the Air Force (SAF) approved majors authorized for 5th year scholarship funding.

Adjusted Terms of Entitlements. Additional scholarship entitlements authorized in a SAF approved 5-year major for cadets who received scholarships of less than 4-years in length.

Admissions Liaison Officer (ALO). An Air Force active duty, reserve or retired officer who provides counseling information and guidance to high school students and civilian educators concerning primarily USAF Academy admissions, but also AFROTC programs and other Air Force enlistment and commissioning programs.

Aerospace Studies (AS). The official designation of the Air Force Reserve Officer Training Corps (AFROTC) program of instruction.

AS100 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets enrolled in the first (freshman) aerospace studies course and LLAB. They remain AS 100 cadets until disenrolled (contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the AS 200 course.

AS200 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets in the second (sophomore) aerospace studies course and LLAB. They remain AS 200 cadets until disenrolled (contract only), dismissed from LLAB (non-contract only), dropped (non-contract), or entered into the POC.

AS250 Cadets. Contract (scholarship) or non-contract (non-scholarship) cadets dual enrolled in the first (freshman) and second (sophomore) aerospace studies courses, simultaneously. These cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled GMC cadets (AS250) as AS200 cadets. A cadet remains an AS250 until disenrolled (contract only), dismissed from LLAB (non-contract only), discontinued from both AS classes (non-contract only), discontinued from one of the classes and no longer dual enrolled in the GMC (contract and non-contract), or entered into the POC.

AS300 Cadets. Scholarship or non-scholarship cadets on contract or in pursuing status with AFROTC who are enrolled as a member of the first year of the POC and are attending the third (junior) year of aerospace studies course and are participating in LLAB. They remain AS 300 cadets until disenrolled (contract only), dismissed (pursuing only), or entered into the AS 400 class.

AS400 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who are enrolled as a member of the second year of the POC and are attending the fourth (senior) year of the aerospace studies course and are participating in LLAB. They remain AS 400 cadets until disenrolled, commissioned, or entered into completed cadet status.

AS450 Cadets. Scholarship or non-scholarship cadets on contract with AFROTC who, with approval of HQ AFROTC ONLY, are dual enrolled in the POC and are attending the third (junior) and fourth (senior) years of aerospace studies courses, simultaneously. These approved cadets must meet ALL LLAB objectives for both courses. When determining overall cadet enrollment in the corps, count dual enrolled POC cadets (AS450) as AS400 cadets. They remain AS450 cadets until disenrolled, discontinued from one of the classes and no longer dual enrolled in the POC, commissioned, or entered into extended cadet status.

AS500 Cadets. Non-contract (non-scholarship) cadets who have either completed the GMC and did not compete for POC selection the previous year or are preparing for membership in the POC. These cadets may participate in LLAB only. They remain AS 500 cadets until dropped or entered into the POC. By definition, AS500 cadets are not eligible to receive scholarship entitlements or enroll in POC classes, but they may compete for scholarships that will activate after they enter the POC.

AS700 Cadets. Contract cadet who has completed all AS class and Leadership Lab requirements but has not graduated. No funds involved. Considered Extended Cadets.

AS800 Cadets. Same as AS 700 cadet, but still receiving additional scholarship entitlements and or stipend. Considered Extended Cadets.

AS900 Cadets. Cadets who have completed all AFROTC and graduation requirements and are awaiting commissioning due to a delay. Considered Completed Cadets.

AFROTC Graduate. A contract cadet who successfully completes the academic and military requirements of the AFROTC Professional Officer Course, including prescribed field training, and is awarded at least a baccalaureate degree.

Airman Scholarship Commissioning Program (ASCP). A program that awards AFROTC scholarships to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Applicant. An individual who makes written application for membership in the General Military Course (GMC), Professional Officer Course (POC), or College Scholarship Program

(CSP).

Applicant Roster. This roster contains data on all CSP applicants for detachment use to aid in recruiting those applicants indicating an interest in the host university or affiliated crosstown.

Board Results Rosters. These rosters identify the selectees selected or not selected for scholarship on the CSP boards.

Cadet. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC or POC. To remain a cadet, the individual must maintain prescribed retention standards.

Cadet Training Assistant Supplement (CTAS). A financial incentive that provides up to \$2,000 in tuition and or textbooks for qualified cadets who perform duties as a CTA during field training.

Categorization. A classification used to identify applicants and cadets with a potential career area utilization as determined by Air Force requirements, the individual's qualifications, and personal desires. The contract categories used in AFROTC are: O (officer candidate); P (pilot); N (navigator); Q (nurse); R (prehealth); J (physical therapy); U (pharmacy); H (physician assistant); T (occupational therapy); and L (lawyer).

College Scholarship Program (CSP). Scholarship program for students to obtain AFROTC scholarships while still in high school. Also used to refer to an offer from this program such as "4-Year CSP."

Commander's Leadership Scholarship (CLS). Scholarship offered by detachment commander to outstanding and deserving high school applicants or GMC cadets, primarily based on leadership.

Completed Cadets. Contract cadets who have successfully completed all aerospace studies academic requirements and all LLAB training requirements, including Field Training (FT), and all institutional degree requirements – they are simply awaiting commissioning (often delayed due to medical issues requiring resolution). Completed cadets may continue to attend and actively participate in LLAB at the discretion of the Commandant of Cadets (COC). They remain completed cadets until disenrolled or commissioned.

Concurrent Enrollment. Simultaneous enrollment in two courses of the GMC or POC, also referred to as dual-enrollment. **NOTE:** Concurrent enrollment in GMC and POC at the same time is not authorized.

Conditional Event. A result of a contract cadet who fails to maintain academic or military retention standards. Cadets receiving a conditional event are counseled in writing of the deficiency that resulted in the conditional.

Consortium Arrangement. An agreement which two or more colleges or universities make for

their mutual benefit to permit cross enrollment of their students. AFROTC, as a department of a consortium school, shares as a beneficiary of the consortium agreement and can enroll students from any consortium nonhost institution without a crosstown agreement provided the non-host institution is an accredited baccalaureate degree-granting or 2-year nonbaccalaureate degree-granting institution. The nonhost institution agrees to grant appropriate academic credit applicable toward graduation for the successful completion of courses offered by the Department of the Aerospace Studies.

Contract Cadet. An AFROTC cadet who has executed an AF IMT 1056, **Air Force Reserve Officer Training Corps Contract**, enlisted in the United States Air Force Reserve [Obligated Reserve Section (ORS)] under the provisions of 10 U.S.C. 2104 or 2107, and is a member of the POC or on scholarship.

Crosstown Agreement. An agreement between AFROTC, a host institution, and a non-host institution that either is accredited and grants bachelors degrees or is a 2-year institution not authorized to grant bachelors degrees. The agreement permits students from the nonhost institution to enroll in the AFROTC program conducted by the host institution.

CSP Freshman Review Statement of Understanding. Statement outlining retention standards required for freshman CSP cadets to retain an active scholarship or pending scholarship offer past the end of the freshman academic year.

Designation. A term used in conjunction with non-line officer accessions indicating a cadet is “on-track” for categorization in their particular specialty.

Selectee. Student or cadet with a scholarship offer that has not yet been activated

Disenrollment. The dismissal of a contract GMC or POC cadet from program membership.

Early Release Program (ERP). The POC-ERP program awards AFROTC allocations to Airmen on active duty and provides for their discharge from active duty to enter the AFROTC program.

Educational Services Agreement (ESA). Outlines responsibilities and procedures between AFROTC and the university for services and payment of tuition and fees. Each agreement is given a number used for accounting purposes.

Enrollment. Admission of students into AS courses that entitles them to neither AFROTC membership nor subsistence allowance.

Express Scholarship (EXSP). Streamlined scholarship application with quick approval for hard-to-fill Air Force officer accession requirements.

Extended Cadets. Contract cadets who have successfully completed all aerospace studies academic requirements and Field Training (FT), but who have not completed institutional degree requirements. Extended cadets must continue to attend and actively participate in LLAB. (They remain extended cadets until disenrolled or commissioned.) Extended cadets must continue to

meet all retention standards to include PFA, height, weight, and academic.

Extended Terms of Entitlements. Additional scholarship entitlements authorized in a SAF-approved 5-year major for cadets who received 4-year scholarship offers as high school students.

Federal Interagency on Committee for Education (FICE) Code. Unique federally assigned number for each college or university

Fiscal Year (FY). Government accounting year starting three months ahead of the calendar year. Defined as the period from 1 October through 30 September. For example, FY 06 is 1 Oct 05 through 30 Sep 06.

Forgiveness Rule. Term relating to college or university practice of erasing or averaging grades for repeated courses.

Four-Year Program. The GMC and POC (includes 4 years of AS classroom instruction, attended or accredited, LLAB and a 4-week FT session).

Full-Time Student. An individual who is taking at least the minimum number of credit hours specified in the institutional catalog for designation as a full-time student. If the institution does not specify minimum criterion, the student will enroll in at least the minimum number of credit hours specified by AFROTC.

General Military Course (GMC). The first and second years of the 4-year program consisting of AS 100 and AS 200.

Good Academic Standing. Academic performance for any particular point in time that meets or exceeds the minimum guidelines of the host institution for good academic standing. Grade requirements are published in the catalog or other official school publication or document. The individual's academic record must not indicate academic deficiency (probation, warning, etc.) as determined by the host university.

Hispanic Serving Institution (HSI) Scholarship Program. Program designed to support HSIs by providing broad scholarship opportunities at these schools.

Historically Black Colleges and Universities (HBCU) Scholarship Program. Program designed to support HBCUs by providing broad scholarship opportunities at these schools.

Invoice Validation Listing. List generated from the AFROTC student database listing students and amount of scholarship money to be paid.

Involvement. Any offense, violation of law or ordinance, or any other incident causing involvement with civil, military, or school authorities.

Leadership Laboratory (LLAB). Non-academic portion of the AFROTC program conducted during the normal academic year.

Letter Of Admission (LOA) Roster. Unit specific roster listing CSP selectees who have indicated they will attend your detachment.

Member. A student who meets all applicable eligibility requirements and is admitted to membership in the GMC, POC, or on scholarship. To remain a member, the individual must maintain prescribed retention standards.

National Student Exchange (NSE). Recognized exchange program where cadets may study at a different school and receive full credit at their home school toward their degree

Nonattendance. A period (other than an institutional vacation period) in which a contract cadet not in completed/extended status is excused from attending AS courses and LLAB.

Obligated Reserve Section (ORS). The reserve element against which AFROTC cadets are assigned.

Offer. Conditional scholarship award tendered to a student that may be accepted or turned down. All conditions must be met before an offer can be activated.

One-Year College Program (OYCP). Program used to meet commissioning requirements in about one year and under special circumstances.

Pecuniary Liability. Term used to define what portion of a cadet's tuition and fees the government is obligated to pay.

Period of Non-Attendance (PNA). A period of absence by a cadet from AFROTC, the university, or both.

Professional Officer Course (POC). Normally, the third and fourth years of the 4-year program and the first and second year of the 2-year program consisting of AS 300 and AS 400 as prescribed under 10 U.S.C. 2104.

POC Selection Process (PSP). Board process whereby cadets are selected for an enrollment allocation (slot in a commissioning class).

Pursuing Student Status. Any applicant who has an enrollment allocation, has attended FT, or has had FT deferred, and is temporarily ineligible to enlist or does not wish to enlist, as a result of a condition that is expected to be corrected within one academic term.

Regional Director of Admissions (RDA). An active duty officer who conducts a coordinated regional recruiting program under the supervision of HQ AFROTC/DOR. This officer is responsible for a specific geographical region and serves to expand recruiting contacts beyond the capabilities of detachment personnel.

Report of Bills Paid. WINGS available report that shows if payments have been processed and

sent to the school.

Scholarship. Financial grant offered to a student under provisions of Title 10, United States Code, Section 2107 (10 U.S.C. 2107), and this scholarship instruction.

Scholarships for Outstanding Airmen to ROTC (SOAR). A program that allows MAJCOM, FOA, and DRU commanders to select or nominate active duty Airmen for AFROTC scholarships and provides for their discharge from active duty to enter the AFROTC program under scholarship.

Special Student Status. An individual, without an enrollment allocation, who wishes to enroll in an AS course as a nonmember, or who is ineligible for AFROTC membership and may participate in AS classes and LLAB.

Student Management Roster (SMR). Report available from WINGS that details critical information on enrolled cadets.

Substandard Performance. Performance below established AFROTC standards in the areas of academic or military retention.

Summer or Mini Session. One or more of the non-standard terms offered by a school. These terms are usually shorter than the regular terms and are usually not required terms of attendance.

Suspension. Term used in conjunction with scholarship administration meaning a cadet receives no scholarship funding (tuition and fee payments) for a term.

Temporary Inactivation. Term used in conjunction with scholarship administration meaning a “hold” has been placed on the scholarship. Payment of tuition and fees may or may not be resumed.

Term Abroad. Overseas study opportunity for students offered by many schools with credit applicable at the host school toward the student’s degree.

Termination. Term used in conjunction with scholarship administration meaning the scholarship, and entitlements under that scholarship, are at an end.

Two-Year Program. A program consisting of an extended field training session, the POC, and LLAB.

Transcript. A school-prepared cumulative record of an individual’s academic performance. Such records need not contain the official seal, embossment, signature of the institutional registrar, or comparable authentication, unless otherwise specified in this instruction.

Unit Interview Roster (UIR). Unit specific roster listing student applicants who are eligible for their CSP interview.

Unit Scheduling Official (USO). Individual at detachment level charged with scheduling interviews for the CSP.

University List. This roster contains data on CSP applicants who have consented to the release of their Privacy Act information to the university.

WINGS. Newly integrated web based database used to track all cadet actions.

Web Sites

AFOATS Restricted Website

<https://hq.afoats.af.mil>

AFROTC Enlisted Commissioning Programs

<http://www.afoats.af.mil/AFROTC/EnlistedCommissioning/>

AFROTC Home Page [site contains CSP applications]

<http://www.afrotc.com>

AFROTC Scholarships & Applications [site contains ICSP applications]

<https://hq.afoats.af.mil/AFROTC/AFROTCScholarshipApplications/>

DoDMERB Home Page

<https://dodmerb.tricare.osd.mil/>

United States Department of Education Accredited Postsecondary Minority Institutions

<http://www.ed.gov/offices/OCR/minorityinst.html>